



HMS 236P.648 Child Development Practicum

CRN 27727

1 Credit

Spring 2018



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.**

This syllabus is your top go-to guide for assignments and due dates. If you see something on the syllabus but can not locate it within D2L, please do not assume the assignment has been deleted. Instead, email your instructor.

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: EDAN 119C (Education Annex Building; Bldg. #16 on the SFA campus map)

Office Hours: T 2-4 and W 9-12 or by appointment

Office Phone: 936-468-2192

E-mail: Message me via D2L please by logging into the course and using the email icon to the top right (alternative, IF D2L is down: faragof@sfasu.edu).

Course Time and Location:

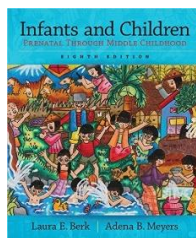
You are expected to complete 15 preschool observation hours at GETCAP Head Start (see information on pg. 5-8). We will not meet face-to-face in this course, aside from **February 1st at GETCAP Head Start at 8:00 am for orientation. This is a mandatory orientation.** Students residing outside of Nacogdoches may complete their observation hours at a Head Start agency



of their choice, however, prior instructor approval is needed. At the beginning of the semester, you will sign up for your weekly observation times, for 2 hrs/week. **You will begin your observation hours the week of February 5th and the hours will be due on April 27th.**

Prerequisites: None. However, the course must be taken concurrently with HMS 236: Child Development. ***You need to sign up for HMS 236 and 236P with the same instructor!***

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



I. Course Description:

Child Development I Practicum - One semester hour (two contact hours lab per week). Observation and participation in the Head Start pre-school laboratory setting. Content relates specifically to HMS 236 and must be taken concurrently with HMS 236. Fee required.

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

- Have a positive attitude and begin the course with a desire to learn! :)
- Understand that you need 15 observation hours to have a chance of passing the course!
- Read the syllabus and make a note of course policies and all due dates.
- Check your D2L email and announcements **daily** for updates in course information, schedule changes, etc.
- Take responsibility for your actions pertaining to this course and the consequences that ensue from them.
- Be a problem-solver when issues arise (call tech support, use your back-up computer etc.)
- **Behave in a professional manner.**
 1. You are representing SFA at Head Start therefore it is critical that you follow all policies outlined by the Head Start Directors and Teachers.
 2. You have to wear your name badge at all times.
 3. You have to follow the dress code and other policies outlined by Head Start.
 4. Remain courteous to all children, parents, and HS staff – remember that your behavior and disposition can enhance or jeopardize SFA's relationship with Head Start.



- Come to 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 😊

Communication:

Office Hours: Please come visit 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 **T 2-4 and W 9-12 or by appointment**. 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. Please keep in mind that your correspondence with me is in the context of a professional environment. 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.

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.
- 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 600 KB, due to server size limitations.
- A big advantage to D2L Email is that you may filter by class. This is a huge time-saver



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

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>.

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 identify and describe developmentally appropriate individual and group learning experiences for infants, toddlers, and preschool age children.
2. Be able to identify and provide developmentally appropriate examples of children's use of language for toddlers and preschool age children.
3. Be able to identify skills and play behaviors that are characteristics of infants, toddlers, and preschool age children which includes physical development, cognitive development, language development, and social/emotional development.

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

Course Assignments & Activities:

GOOD NEWS: No exams in HMS 236P! 😊

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 by **Sunday, Jan 21st**. Not completing the quiz by the due date will result in being dropped from financial aid. The Syllabus Quiz will be worth **20 points**.

2) 15 Observation Hours at GETCAP Head Start (1902 Old Tyler Road, Nacogdoches): You are required to complete **15 observation hours** (1 hr = 50 minutes) in this course. This will be worth 150 points. **Failure to complete 15 hours will result in an automatic failing grade – absolutely no exceptions will be made.** 14 hours = failing grade. You are required to spread out your observation hours throughout the semester and do at least 1 hour of observation every week and no more than 2/week. **If more than one week of observation is missed, the instructor is to be notified.** Without prior notification and documentation, missing multiple weeks of observation will result in an automatic grade deduction (1 letter grade



for each week missed). 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 15 IN and 15 OUT stamps, each pair of stamps for each observation hour (in other words, 15, 50-minute observation chunks with corresponding stamps). Your final hours are due on **April, 27th**.

Students will sign up for observation times (2hrs/week) at the beginning of the semester. We can observe between 8am-12pm and 2-3pm Monday-Friday. However, you are no permitted to schedule observation hours during class time that conflicts with your SFA courses. Everyone will select a two hour window and sign up. 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 (2 hrs/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 and make-up hours are absolutely limited to emergency circumstances, and you have to notify your instructor within a week of the emergency in writing via email, and provide proper documentation. 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. Please review your class and work schedules so that classroom assignments, day/s and times may be determined ***the first week of class***.

Make-up hours are solely up to the instructor's discretion. Any schedule changes or make-up hours must be approved by the instructor in writing, and after instructor approval, Ms. LaShundra Vinson has to be notified at lvinson@get-cap.org. Since you are scheduled for more hours & more weeks than you need to reach the required 15 hrs, it is completely up to you to manage your time and finish your hours by the deadline, without the need for make-up hours. Therefore, manage your time accordingly, so if you miss an observation, you still have enough "slots" in the semester to get your hours in.

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 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



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.

Lab observation rooms 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 and this location only.

There will be a mandatory orientation at Head Start at 8am on February 1st. You will not be permitted to begin observations without attending orientation.

Observation Policies:

You are required to follow all 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 a student's withdrawal from Head Start and the Student will not be able to pass HMS 236P.**

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 obtain their own badge holders. Name badges (SFA IDs) must be worn in Head Start at all times. Students will sign that they have received it and will be required to turn in the name badge holder to the instructor when requested at the end of the semester. ***Final course grade will not be posted until name badge holder is returned as directed. If you lose, rip, etc. your name badge, you need to purchase a replacement one.***



Time Cards:

Students must use a lab observation time-card to clock-in and -out for each hour on a separate line. One hour = 50 minutes. Number each hour of observation. You will need 15 hours; each hour = 2 stamps (1 in/1 out stamp). If you do two 50-minute observations back-to-back, you will sign in TWICE, and sign out TWICE, sign in and sign out for each hour. 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 time (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 will need to indicate **the number of minutes** you were in the lab room for each 50 minute observation session and need the cards punched twice for each 50 minute session.

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.

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 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 the first week of class. Lab observations may not begin until background check has been cleared. Students must have a social security number and a driver's license number to complete the form. A Texas State I.D. card number is acceptable if student does not have a driver's license. Students must



also sign the Confidentiality Agreement, the Dress Code Policy, and Volunteer TB Questionnaire. **These four forms (provided in D2L) must be filled out and returned to the instructor by Wed, January 25th for a completion grade of 20 points (5 points/form).** Observations can not begin until all forms have been received.

3) Observation mid-point check in: On **Friday, March 9th** I will be checking to see if you have at least **7 hours of observation** completed by the end of the day AND if you have correctly been stamping/filling out your timecard. **The hours will be worth 50 points and the time-card will be worth 20, for a total of 70 points for the Mid-point Check-in. Check the previous page to review how to fill out your timecard.**

4) 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 1 paragraph 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 Friday, May 4th by 11:59 pm in D2L. Your notes will be worth 150 points (10 points X 15 observation hours).**

Course Format/Instructional Strategies: HMS 236P is a 1 credit course that must be taken concurrently with HMS 236. Both HMS 236 and HMS 236P are web-enhanced courses. All assignments, discussion questions, and other course-related information will be posted via the D2L home page. Students should check the HMS 236 class AND the HMS 236P practicum home pages frequently (at least once a day) for notices, assignments, and messages. Failure to check homepage and complete assignments on due date will result in a grade of zero for that assignment. Students may contact the instructor and/or other students by clicking in the mail tool and selecting individual's name or clicking on an instructor's name or all instructors to send e-mail.

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.



IV. Evaluation and Assessments (Grading):

Establishment of a grading scale is up to each instructor. Instructors in your other classes might be using different scales. 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).

Grades for HMS 236P will be determined by completion of required observation hours and grades on assignments. Students must complete all assignments in addition to completing the required observation hours. ***Students who fail to complete the required lab observation hours will automatically receive a failing grade for the course.***

Breakdown of Points Possible in this Course:

Assignment	Point Value	SLO
Syllabus Quiz	20	ALL
Forms (background check, dress code, TB, confidentiality)	20 (4 X 5)	
Observation Hours	150 (15hr X 10)	ALL
Observation mid-point Check in	70 (7 X 10)	ALL



Observation Notes:	150 (15hr X 10)	ALL
<u>TOTAL</u>	410 points	

Extra Credit: Extra Credit points or assignments may be offered throughout the course. The Extra Credit opportunities will most often be announced in class. No extra credit points or special assignments will be offered to individual students. 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:

****Reminder:** Even if you have enough points to technically pass the class, **if you do not complete 15 hours of observations, you will fail.**

Grade	Points Needed	Percentage Equivalent
A	367-410	90-100%
B	326-366	80-89%
C	285-325	70-79%
D	244-284	60-69%
F	243 or less	Less than 59.5%

HMS 236 is a separate grade (worth 3 credit hours). Please check the HMS 236 Syllabus and Home Page for information on that course.

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 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.

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.

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Late Work

Late assignments may be accepted given proper documentation (up to instructor’s discretion) however will automatically lose 30-50% credit every 24 hrs. Documentation must be provided within 24 hours of the due date of the assignment. **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/.

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.

We live in a diverse world: 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 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.

All due dates reflect CDT/CST (Texas) time zones. Late assignments or extensions will not be considered due to difference in time zones.

Week	Date	Topics/Content	Activities & Assignments
1	Jan 16-21 st	Getting Started	-Syllabus Quiz -Submit Observation Forms (four) to Dr. Farago – due by Jan 25th
2	Jan 22 nd -28 th	Background/History on Head Start	-Submit Observation Forms (four) to Dr. Farago – by 01.25



Week	Date	Topics/Content	Activities & Assignments
			-Sign up for observation slots
3	Jan 29 th - Feb 4 th	Orientation	Orientation: Thursday, Feb 1st at 8 am at GETCAP Head Start
4	Feb 5 th - Feb 11 th	Observations	Week 1 of Observations
5	Feb 12 th - 18 th	Observations	Week 2 of Observations
6	Feb 19 th -25 th	Observations	Week 3 of Observations
7	Feb 26 th - Mar 4 th	Observations	Week 4 of Observations



Week	Date	Topics/Content	Activities & Assignments
8	Mar 5 th -11 th	Observations	Week 5 of Observations -Mid-point check in: 7 hrs of observations due by Friday, March 9th
9	Mar 12 th -18 th	SPRING BREAK	SPRING BREAK
10	Mar 19 th -25 th	Observations	Week 6 of Observations
11	Mar 26 th -Apr 1 st (Easter holiday: March 29 th -30 th)	Observations	Week 7 of Observations
12	Apr 2 nd -8 th	Observations	Week 8 of Observations (if you have hit 15 hrs this week, you can stop going!)
13	Apr 9 th -15 th	Observations	Week 9 of Observations



Week	Date	Topics/Content	Activities & Assignments
14	Apr 16 th -22 nd	Observations	Week 10 of Observations
15	Apr 23 rd - 29 th	Observations	Week 11 of Observations Final Hours due (15 hrs) by Friday, April 27th
16	Apr 30 th - May 6 th	Observation notes	Observation notes due by Friday, May 4th
17	May 7 th -11 th	Finals week	No Final in the lab

Important University Drop/Withdrawal Deadlines:

January 19th: Last day to change schedules other than to drop courses. Last day to register.

March 21st: Last day to drop courses and to withdraw from the university without WP/WF.

May 7th: Last day to withdraw from the university.

Other deadlines/dates:

March 7th – mid-semester

May 16th – Final grades posted

VI. Readings:

No separate textbook is required for the lab. HMS 236 course textbook content pages relevant to lab assignments will be stated in assignment guidelines.

Supplemental reading: Additional optional readings, articles, blogs etc. will be provided through D2L.



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 or 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:

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

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.
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 cms.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 936-468-1740 or snyderke1@sfasu.edu.