



IT'S IN THE SYLLABUS

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INFANT TODDLER DEVELOPMENT & GROUP CARE

ED 163 (online)

CRN 43644

Spring 2020

Instructor: Rachelle G. Saceda, M.S.
Office: Zoom (video conference)
Phone: 541-917-4915 (rarely ever checked)
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Office hours: By appointment via Zoom (*you will need access to a webcam or camera phone*).

COURSE DESCRIPTION

Focuses on how to design environments which support healthy development for infants and toddlers in group care settings. This course includes an exploration of four developmental domains: physical, social-emotional, cognitive and language development. There is an emphasis on cultural identity, collaborating with parents and working with children with special needs.

COURSE OUTCOMES

Upon successful completion of this course, students will be able to:

- Analyze components of developmentally appropriate infant toddler learning environments
- Describe developmentally appropriate guidance strategies for infants and toddlers.
- Identify developmentally appropriate curriculum practices for infants and toddlers.

REQUIRED MATERIALS

Gonzalez-Mena, J. & Eyer, D. W. *Infants, toddlers, and caregivers: A Curriculum of respect, responsive, and relationship-based care and education. (11th Ed.)*. New York: McGraw-Hill Education.

Additional material provided by instructor.

Usage of Google Docs as assigned, Microsoft WORD (not microsoft works or wordpad) or an open source internet site such as Google Docs to submit electronic assignments. *****NOTE: In my experience, Chromebooks do not work well with Moodle so be advised to NOT use Chromebooks with this course!***** You must always have access (and backup access) to the internet. **I rarely sympathize with the excuse of “my computer is down, or I couldn’t get service.”**

Ability to access and utilize Moodle, Turnitin within Moodle, your LBCC email, Google Drive, and LBCC Library databases regularly.

CLASS STRUCTURE

This course is taught *exclusively* on Moodle. As class members you will be enrolled on LBCC's e-learning system as a portal to Moodle. You must have reliable access to the internet. Moodle will be used for all forums, assignment submissions and quizzes, midterm, and final. We will not ever meet as a group. Once you have accessed Moodle, you can bookmark it and access it directly from your home computer. *Log on as soon as possible and update your password and contact information. Continue to log on regularly throughout the duration of the term.*

It is our shared responsibility to develop and maintain a positive learning environment for everyone in the class. I take this responsibility very seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor in achieving this critical goal. Below are some specific ways you can help.

1. **Read** assigned material, post in the forum, and take the online quizzes **before** the Assignment for which it has been assigned. The basic pattern to the class is read textbook, forum post/response, quiz, complete Assignment, read textbook, forum post/response, quiz, complete Assignment, etc.
2. Check Moodle frequently. **Post your questions in the class forum.**
3. **Participate** in forum discussions. Remember your OWN post is due on Thursdays and a RESPONSE is due the following Monday. More information about this below.
4. **All assignments (except otherwise stated) must be submitted through Moodle.** It is essential that you access Moodle consistently and frequently. *I will not accept emailed assignments. I repeat, I will not!* Be proactive in troubleshooting how to upload assignments successfully prior to due dates. **Do NOT make it a habit to submit assignments within the last hour it is due, you run the risk of getting kicked out of the system or glitches that become barriers to submitting on time. All 11:59 p.m. due dates are firm.**

Late is late is late, even if it's submitted at 12:00 a.m.

It is a known fact that computers can and will crash the night before an assignment is due, so be proactive and make sure to email yourself assignments and/or download assignments onto a USB drive regularly. Take advantage of the free space you have available on your G drive!

5. You can get technology help using the following methods: Call the **Student Help Desk at 541.917.4630** or email questions to elearning.support@mail.linnbenton.edu.

Ultimately, it is **my responsibility to create opportunities** for you to learn the content; it is **your responsibility to do the work to learn and be able to effectively navigate moodle.**

COMMUNICATING WITH INSTRUCTOR. Email is the best (and recommended) form of communication with me. When emailing, *I will only communicate with you via your LBCC gmail email account.* Do not send inquiries from a personal email account. I will not respond due to confidentiality in accordance with FERPA. In addition, I am not at liberty to respond to emails sent on your behalf from a spouse, parent, partner, roommate, etc. The email option in moodle is the easiest and most effective way to communicate with me. You will find that going through moodle will help keep our conversations separate from your general email.

It is the student's responsibility to regularly check Moodle and his/her email account for any announcements or supplemental information shared regarding the course. It may take up to 24 - 48 hours for responses from the instructor concerning questions about assignments during the week. I rarely check email on the weekend or after 10 p.m. during the week. The student is responsible to plan enough time to get the supplementary help needed and still be able to complete the assignment by the due date. The instructor is also available for online video conferencing via Google Hangout or Zoom. You will need a webcam or camera phone.

TOOLS FOR SUCCESS

A list of [Tools For Success](#) are posted in Moodle Welcome Page

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to read and adhere to the standards in the [Student Rights and Responsibilities](#) handbook. You can also find this information on the Linn-Benton Community College website:

ACADEMIC INTEGRITY

Students are expected to be honest and ethical in their academic work and to refrain from *cheating* (use or attempted use of unauthorized materials, information, or study aids), *fabrication* (falsification or invention of information), *tampering* (altering or interfering with evaluation instruments or documents), *plagiarism* (representing the words or ideas of another person as one's own), or *assisting* another person in committing an act of academic dishonesty. **Upon documentation of academic dishonesty and after consulting with the department chair and informing the student of the action**

taken, the instructor may impose any academic penalty up to and including an F grade in the course.

As a student at LBCC you will find that many assignments may overlap for different courses across disciplines. Assignment requirements could be similar in content and task. That being said, for this particular course it is imperative that you submit original work and not commit [self plagiarism](#). Self-plagiarism is basically when you try to recycle old work you've submitted and trying to pass it off as new.

LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

SPECIAL NEEDS

You should meet with your instructor during the first week of class if:

1. You have a documented disability and need accommodations
2. Your instructor needs to know medical information about you, or
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must take your request accommodations through the Center for Accessibility Resources Online Services web page every term in order to receive accommodations. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

GRADING

I. *Assignments and supplemental information will be opened on **Mondays by noon**. This will allow you to read over it before you begin work on the weekly assignments, quizzes, and forums.* Often students ask if it's possible to move on ahead in content and proceed through the course at a quicker pace. My answer to this is, "No." Although I believe in individualizing learning, often moving too quickly and too far ahead in a course will defeat the benefits of peer discussion and hinder the natural evolution of the course. If you find that you are wanting to "enrich" your experience within a weekly topic with additional activities and readings, just let me know. I can provide supplementary information each week to further emphasize the information to challenge your knowledge of the subject.

II. Weekly Forums

- a. Weekly Forums are opportunities to "stop, think, and reflect" on content throughout the week. It is an opportunity for students to quickly ponder on information, write down questions, emotions, and opinions to be submitted for a grade.
- b. Weekly Forums are worth 15 points each week. You will be graded on your OWN post as well as your RESPONSE to a fellow classmate. Your OWN post is due on Thursdays, 11:59 p.m. of each week. Your RESPONSE to a fellow classmate is due on the following Monday, 11:59 p.m. Attached is the [WEEKLY FORUMS Guideline and Grading Rubric](#).
- c. If you only post your OWN by the first due date, the most points you can earn is up to 10/15. If you do not post your OWN, however, you can still respond to a classmate and earn up to 5/15 points by the designated due date.
- d. Forums are worth 15 points. 15 points X 9 weeks = 135 points
- e. Missed Weekly Forums cannot be made up or taken in advance.

III. Completion of required reading and related research

IV. Weekly Quizzes

- a. Quizzes are to be taken in Moodle.
- b. Quizzes can consist of multiple choice, true/false, and/or short answer. Questions are based on the assigned textbook chapters and supplementary information/videos posted in Moodle for the respective week.
- c. The quiz is designed to demonstrate your completion of text reading and any additional content. Understanding the reading will enable you to take part in discussions and assignments. Best prep for quizzes is reading and notetaking focused on the terms that the text author highlights and/or that I emphasize in the Weekly postings in Moodle.
- d. You have 60 minutes to complete each quiz. You will have unlimited attempts at quizzes. The theory behind having unlimited attempts is not to "give away freebie points." Its intent is that if you answer a question incorrectly, you have the opportunity to go back and double check what the research says in order to provide the correct answer the next time around. Sure, it would be easy to forgo the text and just monotonously keep taking a quiz over and over until you get all 15 questions correct. However, with unlimited attempts you get to decide how you want to spend your time and effort. Would you rather get all answers correct the first (or second) time using all of your resources? Thus, getting to know the

information a bit more. Or, would you rather run the risk of wasting time repeating and repeating the same incorrect answers? Either way, you'll be learning and retaining the material, right?

- e. Quizzes are open-book, but not "open friend." That is, you are permitted to consult your text, your notes, or the videos for quiz answers. Please do not consult your friends or other classmates.
- f. Quizzes are worth each worth 15 points. 15 points x 8 weeks = 120 points
- g. Missed quizzes cannot be made up, reopened, or taken in advance

V. 4 Assignments & 3 Observations

- a. All Assignments and Observations are to be submitted in Moodle. *E-mailed Assignments are not accepted, you must use submit in Moodle!*
- b. Assignments will involve application of text concepts and critical thinking. [See Guidelines & Grading for ASSIGNMENTS](#) for more information.
- c. Observations (and some assignments) will involve you observing young children and/or their teachers/care providers in their natural play. It is important that you have regular access to observing young children. [See Observation Rubric for grading scale.](#)
- d. Assignments and Observations have a 48 hour grace period to turn in (unless otherwise stated). Late assignments and observations will receive an automatic 10% point deduction. Late work may not receive feedback. After the 48 hours grace period, assignments are no longer accepted and students will receive a zero.
- e. I will send feedback for on-time assignments and observations. I will post grades within 7 - 10 business days after the due date. Be sure to regularly look at your assignments after they have been graded in order to receive feedback. Be timely about inquiring about grades. For example, do not wait until Week 8 to ask how points were allocated for an assignment that was due Week 2. It is your responsibility to track your points and progress in the course accordingly.
- f. Assignments and observations are to be typed, double spaced, and edited. Single spaced will automatically be deducted 1.5 points. After reading and grading 50+ pages of online work, my eyes will thank you for double spaced assignments. Written work will be graded based upon content and presentation. If you need help with spelling, punctuation, sentence structure, etc., the Tutoring Center and Writing Center are good resources. <https://www.linnbenton.edu/writing-center>
- g. Assignments are each worth 20 points. 20 points x 4 Assignments = 80 points.
- h. Observations are each worth 30 points. 30 points x 3 Observations = 90 points.

VI. Midterm & Final (40 points Midterm, 40 points Final)

- a. The Midterm and Final are to be taken in Moodle.
- b. Both the Midterm and Final will have 40 questions consisting of multiple choice, t/f, and/or short answer questions.
- c. The midterm will be opened the Monday of Week 5 and due the subsequent Monday by 11:59 p.m. The Midterm will cover reading and information from week 1 through week 5.
- d. The final will be opened Friday of Week 10 and close the Monday of Finals Week (June 11th, 11:59 p.m.). The Final will cover all reading material and information from week 6 to week 10.
- e. Similar to quizzes, the Midterm and Final cannot be made up, reopened, or taken in advance. Email me for individual circumstances. However, unlike quizzes, you will have one (1) attempt for both the midterm and final.

EVALUATION TOTALS

Weekly Forums (10 @ 15 points each)	135
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Weekly Quizzes (8 @ 15 points each)	120
Assignments (4 @ 20 points each)	80
Observations (3 @ 20 points each)	90
Midterm	40
Final___	40
Total Points Possible	505

90% - 100% points = A

80% - 89% points = B

70% - 79% points = C

60% - 69% points = D

59% points or below = F

COURSE CALENDAR

WEEK #	TOPICS	Readings	Due (due by 11:59 p.m. of stated date)
1 April 6	Introduction to ED 163 Principles, Practice, and Curriculum	Syllabus Chapter 1	Initial Login to course due 4/8 Week 1 Forum Post due 4/10 Week 1 Forum Responses due 4/10 Week 1 Quiz due 4/10 Mock Schedule due 4/10
2 April 13 4/13 is last day to drop without financial penalty	Adult Relations in Infant-Toddler Care and Education Programs	Chapter 14	Week 2 Forum Post due 4/16 Week 2 Forum Responses due 4/20 Week 2 Quiz due 4/20 <i>Assignment #1 due 4/20</i>
3 April 20	Infant-Toddler Education	Chapter 2	Week 3 Forum Post due 4/23 Week 3 Forum Responses due 4/27 Week 3 Quiz due 4/27 <i>Observation #1 due 4/27</i>
4 April 27	Caregiving as a Curriculum Play and Exploration as a Curriculum	Chapter 3 & 4	Week 4 Forum due 4/30 Week 4 Forum Responses due 5/4 Week 4 Quiz due 5/4
5 May 4	Attachment Perception	Chapter 5 & 6	Week 5 Forum Post due 5/7 Week 5 Forum Responses due 5/11 Midterm due 5/11
6 May 11 5/17 last day to withdraw online without grade	Motor Skills	Chapter 7	Week 6 Forum Post due 5/14 Week 6 Forum Responses due 5/18 Week 6 Quiz due 5/18 <i>Assignment #2 due 5/18</i>
7 May 18	Cognition & Language	Chapter 8 & 9	Week 7 Forum Post due 5/21 Week 7 Forum Responses due 5/25 Week 7 Quiz due 5/25 <i>Observation #2 due 5/25</i>
8 May 25	Emotions & Social Skills	Chapter 10 & 11	Week 8 Forum Post due 5/28 Week 8 Forum Responses due 6/1 Week 8 Quiz due 6/1 <i>Assignment #3 due 6/1</i>
9 June 1	The Physical Environment	Chapter 12	Week 9 Forum Post due 6/4 Week 9 Forum Responses due 6/8 Week 9 Quiz due 6/8 <i>Observation #3 due 6/8</i>
10 June 8	The Social Environment	Chapter 13	<i>Assignment #4 due 6/12</i> Final Due 6/12, 11:59 p.m.

Instructor's Notes

The Instructor reserves the right to make changes in the course schedule. Changes will be announced in class forum and email. The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather, or class situations.

Revised 4/5/20