Course Description: Practical workplace knowledge supported by an individualized learning plan developed by the college, employer, and student. CDA functional areas will be covered. Students will be observed in their environment and will complete 112 hours of participation in that environment over the semester. Co-requisite CDED 1317.

Course Objective: As outlined in the CDA I, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Texts
Council for Professional Recognition, The Child Development Associate National Credentialing Program and CDA Competency Standards (Infant-Toddler, or Preschool, or Family Day Home), 2013.

Council for Professional Recognition, Essentials for Working with Young Children, 2013.

Evaluation Procedures:
Observation 50%
Completed CDA File 50%

With each assignment in your CDA File, you have to prove to me, in words, your in-depth understanding of the CDA Competencies. If you do just exactly what is described in the CDA Competency Standards book, you will probably earn a "C". Higher grades require more in-depth thought and higher levels of understanding.

Homework is due on the date indicated on the course calendar. If circumstances prevent you from turning work in on time, you have one week to turn it in without penalty. Thereafter, one letter grade will be taken off for each class period it is late. The final exam is due on the last day of class and there is no grace period. Exceptions to this policy are at the discretion of the professor and will be considered only for major illnesses, surgery or family crisis.

A grade of incomplete will only be given for a documented legitimate illness or family emergency that prevents you from completing your work. Even with such an emergency, you will still be expected to have completed 75% of all your assignments before an incomplete will be considered. Remaining work must be completed by the date agreed upon with the instructor.

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you
with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Course Assignments

**Observation of Your Work with Children:** During the semester, I will observe you 1 times to complete the official CDA Adviser Observation Tool to confirm that you are meeting the 6 CDA Competency Goals

**CDA File:** Set up the CDA Portfolio file including all items required by CDA Council for Goal 1, the Collection File, and the Reflective Statement.

Repeating This Course: (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

ADA Statement
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

Religious Holidays
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within at a mutually agreed upon time after the absence.
Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by December 10, 2015. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

Stop Before You Drop
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of study and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Classroom Etiquette
Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, electronic games, radios, tape or CD players or other devices that generate sound must be turned off when you enter the classroom. (Disruption of class, whether by latecomers, noisy devices or inconsiderate behavior, will not be tolerated. Repeated violations will be penalized and may result in expulsion from this class.)

Technology
Assignments are due as stated in the calendar. Waiting till the last minute can be problematic as issues may arise with computers. Experiencing technological difficulties or not having access to a computer are not accessible reasons for missing an assignment deadline. Students should plan in advance for completing assignments utilizing resources available to them; for example, a local library, or the Eastfield college library or computer lab.

The instructor reserves the right to amend this syllabus as necessary.