Appointment hours available: Call 972-860-7195 for an on-campus appointment with Nancy. Nancy’s Virtual Office Hours using Google Voice on Thursdays 3:00 PM - 5:00 PM by calling 469-423-0908

Instructor Response Time: The best way to contact me is by email.

Nancy is not available on Monday, Tuesday, Thursday and Friday evenings and Wednesdays from 4:00-6:00 PM as I am teaching classes. I am also not available Sunday mornings or after 10 PM on any night. I will try to return emails within 48 hours or sooner. You can also call Nancy at 469-423-0908.

Homework will be graded by the next class period except for the weeks when we will be at professional conferences.

Course Description: A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Co-requisite course: CDEC 2324

TEXT

The Child Development Associate National Credentialing Program and CDA Competency Standards


Council for Professional Recognition

COURSE OBJECTIVES: As outlined in the learning plan, 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.
EVALUATION PROCEDURES:

- Observation 50%
- CDA Portfolio 50%

With each assignment in your CDA Professional Portfolio, 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 1-2 times to complete the official CDA Comprehensive Scoring instrument to confirm that you are meeting CDA Competency Goals 4, 5 & 6.

CDA Professional Resource File: Set up the CDA professional portfolio including all items required by the CDA Council for Goals 4, 5 & 6 as outlined on pages 15-17 of the CDA Competencies Standards book.

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

Certification of Participation:
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid.

Attendance Policy:
If you are more than 15 minutes late for class, you will be marked tardy. Three tardies equal an absence. Absences are figured into your participation grade. The CDA Council requires that I document the number of hours of training you have on each of the eight CDA training areas. You must have a minimum of ten hours in each area. This means that you will be responsible for making up classes missed through topic related workshops or viewing topic related videos outside of class time. For example, if you miss the class that discusses parent involvement, you need to find 2.5 hours of training on that subject to make up the class. You are responsible for identifying and obtaining this make up training. You must show me evidence (certificate or written summary of the videos, etc.) that you have made up the work.

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/

Criminal Backgrounds:
Please be advised that there are certain felony convictions in the Texas Penal Code that prohibit individuals from pursuing careers working with children and being present in a school or child care center. These include but are not limited to:
- Offenses against a person or family also including robbery and stalking
• Physical Abuse
• Sexual Abuse also including criminal solicitation of a minor, failure to stop or report aggravated sexual assault of a child, and public indecency
• Emotional Abuse
• Neglect

If you think you might have a felony conviction that might place you at risk and are seeking one of the careers working with children or are enrolled in a Child Development/Early Childhood Education or Teacher Education course beginning with CDEC, TECA, or EDUC (not including EDUC 1300), you should make an appointment immediately with Nancy Beaver or Susan Wyatt (advisors for these programs) to discuss alternative careers and steps to drop the class. Call 972-860-7195 to schedule the appointment.

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.

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms. Off campus locations may allow food and drink in rooms, but please be polite and clean up after yourself. We are guests in this space.

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 April 14, 2016. 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 student 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.)

Smoking Policy
Eastfield College is a smoke-free zone. There is no smoking permitted on the college campus.

Institutional Equity
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title
IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
   Brookhaven 972-860-4673
   Cedar Valley 972-860-8119
   Eastfield 972-860-8348
   El Centro 214-860-2411
   Mountain View 214-860-8677
   North Lake 972-273-3165
   Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct: We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators
   Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
   Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
   Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
   El Centro Shane’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
   Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
   North Lake Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992
   Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
   Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-669-6672
The instructor reserves the right to amend this syllabus as necessary.