

Syllabus: Child Development Associate III (CDA III)

Course Number: CDEC 2324

Instructor Information

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Office Hours: Mondays:1-2; 4-5; Tuesdays: 10:30-11; 2-3; Wednesdays: 1-2; 5-6;
Thursdays: 10:30-11; 4-6; Fridays: 11:30-1:30

Textbook Information

No textbook is required for CDA III.

Student Learning Outcomes for the Course

- (1). Students will learn strategies in dealing with families of children.
- (2). Students will learn effective strategies for managing an early childhood program.
- (3). Students will learn appropriate interview techniques and professional courtesies.

Student Requirements for Completion of the Course and Due Dates

Families Exam (2/19); Program Management/Professionalism Exam (4/23); Final Exam (5/7); Philosophy Statement (3/19); Competency Statement I (3/26); Competency Statement II (4/2); Competency Statement III (4/9); Competency Statement IV (4/16); Competency Statement V (4/23); Competency Statement VI (4/23); Professional Portfolio (4/30); 10 Hands-on Labs. ALL assignments will be included on the CDA III Spring 2015 schedule and will be explained IN FULL at a later date.

Student Assessment

You have the following possibilities for earning points:

- | | |
|-----------------------------|-----------------|
| (1) 2 Chapter Exams - | 100 points each |
| (2) 1 Final Exam - | 100 points |
| (3) Philosophy Statement | 100 points |
| (4) 6 Competency Statements | 100 points each |
| (5) Professional Portfolio | 100 points |
| (6) 10 Labs | 100 points each |

-Any exam or assignment that does not contain a student's name will have an automatic 25 points deducted.

-Any bonus points given on chapter exams may only be attempted by those students who are present and take the exam in class.

Grading Scale:

Grade	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

Students in this CDEC 2324 (CDA III) course must earn a “C” or higher to receive their Texarkana College training certificate.

Class Schedule

A detailed class schedule will be given out and reviewed on the first night of class. Students should be responsible for keeping up with the schedule and noting when exams will be given and assignments are due. IT IS THE STUDENT’S RESPONSIBILITY to find out what was missed on a night that he/she is absent. The student is also responsible for noting any changes made to the schedule and will be held accountable. When returning from an absence, stating “I didn’t know that was due” is NOT an acceptable excuse! The student needs to ask SPECIFIC questions of the Professor and should not expect a full repeat of lectures or explanations conducted in class. Be responsible and make a friend!!

Participation

Each student in this course begins their Participation Grade with a 100%. This ongoing grade depends on classroom etiquette/behavior. Students in this course are expected to act in a respectful manner AT ALL TIMES! For each disrespectful occurrence – deemed so by the Professor – a minus 20 points will be deducted. Such occurrences might include, but are not limited to, arriving late, leaving early, texting or using cell phones in any way during class, allowing a phone to ring or a text alert to sound, talking excessively, completing other assignments during class, sleeping, etc. Students are expected to address one another and their Professor respectfully. Inappropriate or foul language will NOT be tolerated. This is grounds for removal from the course. Participation points (20 per occurrence) will also be deducted for every absence a student exceeds over the maximum allowed.

Absentee Policy

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular

attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

MAXIMUM ALLOWABLE ABSENCES

Students in a course that meets once a week are allowed 2 total absences. Students in this CDA III course will be allowed THREE TOTAL ABSENCES before being dropped. The professor is NOT required to contact or warn the student before he/she is dropped. Although a student does not owe the Professor an explanation for missing class, if the total number of allowed absences is exceeded it is recommended that the student KEEP IN CONTACT with the Professor and assess the situation together. If a student is not dropped from the course but remains (the Professor is working with the student or the drop date has passed, for example) a minus 20 points will be deducted from the student’s Participation grade for every absence over the maximum allowed. Students should keep track of their own absences and be responsible.
DO NOT ASK YOUR PROFESSOR!

Make-up Policy

Make-up work is allowed but students are encouraged to turn things in on time to ensure a better grade. For every class day that a student is present but their assignment is not, there will be a minus 20 points deducted. If a student misses an exam, he/she has ONE WEEK from the originally scheduled test to make up the exam – in the TC Testing Center.

Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at

<https://texarkanacollege.edu/PDFFiles/CurrentStudents/studenthandbook.pdf>.

A student in this Child Development Course is NOT ALLOWED to use ANY PART of past assignments turned in to Mrs. Strickland. This includes assignments from other CDEC/TECA courses and especially if this course is being repeated. An attempt to do so will result in NO CREDIT for that assignment with NO opportunity to redo the assignment.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.