**Texarkana College**

**Syllabus:** Child Development Associate III (CDA III)
**Course Number:** CDEC 2324; Web-based
**Semester & Year:** Spring 2024 (2nd 8 Weeks)

**Professor Information**

 Name: Dana L. Strickland
 Office: “G” – Social Sciences
 Telephone: (903) 823-3224
 E-mail: dana.strickland@texarkanacollege.edu
 Office Hours: Mondays: 10-11; 3:00-5:00; Tuesdays: 11:00-2:00

 Wednesdays: 10-11; 12:30-1:30; Thursdays: 11:00-1:00

**Textbook Information**

No textbook is required for CDA III. Students in this CDA III course will log onto Moodle weekly and view recorded lectures/videos presented by the professor on course topics.

**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**

Students should refer to the Spring 2024 course schedule and our class Moodle page for assignments and deadlines.

**Student Assessment**

You have the following possibilities for earning points: CDA III students will complete weekly Online assignments which include (but may not be limited to) Quizzes, Forum Discussion Posts, Video Reviews, Article Reviews, Labs, etc. WEEKLY ONLINE SUBMISSION DEADLINES WILL BE SUNDAYS AT MIDNIGHT! The CDA III Final Exam will be comprehensive and will be taken online at a designated date and time.



**Grading Scale:**

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| **Grade**  |  |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |
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**Students in this CDEC 2324 (CDA III) course must earn a “C” or higher to receive their Texarkana College training certificate.**

The following is a “breakdown” of how your CDA III final average will be figured: An average of Online Quizzes (25%); An average of Online videos, articles, forum posts (25%); An average of Online Labs (25%); Final Exam (25%)

**Class Schedule**

A detailed class schedule will be given out and reviewed on the first night of class as well as posted on the class Moodle page. Students should be responsible for keeping up with the schedule and noting when all assignments are due. IT IS THE STUDENT’S RESPONSIBILITY to keep up with the schedule and to log onto Moodle each week for lectures/presentations. Weekly online assignments will be due each SUNDAY at MIDNIGHT unless otherwise noted. A student may request **TWO EXTENSIONS** only for the semester. If a student misses an assignment, he/she must email the professor and request extra time. The professor will return the email verifying the extension and grant a personal date to the student for completing the work. **THIS CAN ONLY OCCUR TWO TIMES TOTAL PER STUDENT PER COURSE!** If a student fails to redo an assignment after requesting an extension, this still counts as ONE of the TWO offers! All other assignments not completed by designated dates will earn a PERMANENT grade of ZERO. **ABSOLUTELY NO extensions will be granted on or after Monday, May 6th! THIS INCLUDES THE FINAL EXAM!! All past due assignments at this point as well as anything due on or after this date that misses the weekly deadline will be recorded as a PERMANENT ZERO.**

**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. According to policy, absences due to illness are NOT considered “excused even with a doctor’s note. However, if a student is out for a prolonged period (quarantined, etc.) due to COVID19, special online arrangements may be made with the professor so that a student may not get behind academically.

**MAXIMUM ALLOWABLE ABSENCES**

Students must complete weekly assignments (by the Sunday, midnight deadline) to be counted present for the week. If a student does not submit ANY assignments for a given week, he/she will be counted absent. Students in this CDA III course will be allowed TWO 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 non-participation on any given week, 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.

**Make-up Policy**

All online assignments are due each Sunday night at Midnight through our Moodle platform. A student may request (via email) TWO TOTAL extensions on any online assignment that is missed. The student will be given a new personal date for completing the work. All other assignments that are not completed by the Sunday at Midnight deadline will be PERMANENT zeros with no opportunity to make-up or redo. All online assignments must be submitted through Moodle and NOT emailed!

There will be NO extensions granted for the FINAL EXAM. If a student fails to submit the Final by the designated date and time, a PERMANENT grade of ZERO will be recorded. NO EXTENSIONS will be granted on or after Monday, May 6th.

**Alternate Operations During Campus Closure**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College’s website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

**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.>

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at (903) 823-3349 for additional information. 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.

**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.