**Syllabus:** Child Development Associate III (CDA III)

**Course Number:** CDEC 2324

**Semester & Year:** Fall (2nd 8 Weeks); 2024

**Instructor Information**

 Name: Dana L. Strickland
 Office: “G” – Social Sciences Building

 Telephone: (903) 823-3224
 E-mail: dana.strickland@texarkanacollege.edu
 Office Hours: Mondays: 10:00-11:00; 3:00-5:00

 Tuesdays: 11:00-1:00

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

 Thursdays: 12:00-1:00 (Virtual)

 Fridays: No Office Hours!

Course Description

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| Continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The three functional areas of study include family, program management, and professionalism. |

Student Learning Outcomes

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| 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.
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Resources

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| ***T******exts:*** | No textbook is currently required for this course. |
| ***Outside readings:*** | Moodle assignments/articles |
| ***Classroom supplies:*** | Reliable internet |

Course Policies

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| Attendance will be counted each week in CDA III based on Moodle participation. Completing at least one assignment each week will result in a student being “present.” Failure to complete weekly assignments (Due each Sunday at Midnight) will not only result in failing grades but also in accrued absences. Too many absences or missing grades could result in a student being dropped from this course.**Make-up Work Policy**: Each student in this course may request TWO total extensions on any Moodle assignments that they do not submit by the weekly deadline – This does NOT include redoing an assignment in order to make a higher grade. To request an extension, a student must EMAIL the professor and be specific! A new deadline will then be granted to the student for completing an assignment. Failure to comply with this new individual deadline will still count as ONE of your TWO total extensions. No extensions can be granted ON or AFTER Monday, December 2nd! Please allow at least ONE WEEK for late work to be adjusted and posted by your professor. Assignments submitted on time will be graded on time! |

Evaluation/Grading Scale

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| Grades will be taken from online Moodle assignments – due each Sunday at Midnight. The following is a breakdown of how your overall course grade will be figured:25% - Average of online quizzes25% - Average of Forums and Labs25% - Average of all other online assignments (Articles, Videos, etc.)25% - Final Exam |

Behavioral Expectations

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| * Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records with result in the student receiving and “F”. This policy applies campus wide, including the 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>
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Attendance Policy

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| Student Handbook: <https://texarkanacollege.edu> |

Disability Act Statement:

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| 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, or go by the office of Disability Services located in the Academic Commons (library) 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:

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| ***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. |

**Academic Dishonesty Policy: Academic Integrity Statement**

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 the TC Testing Center, as well as off-campus classrooms or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Special Announcement:**

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Disability Services, at (903) 823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017,* *human.resources@texarkanacollege.edu*