

# Syllabus

## Early Childhood Education – Child Development Associate (CDA) II

Instructor: M. Alexander, M.Ed.

Email: Alexander.Melanie@cusd80.com

School: Basha High School

### **COURSE DESCRIPTION:**

Grade 12 Full year, 1 credit

*Prerequisite: Concurrent enrollment or completion of Early Childhood Education CDA I.*

This course will focus on working towards completing industry certification requirements: The Child Development Associate Credential. Students will develop employability skills through the onsite childcare center and/or early childhood classrooms in CUSD such as lesson planning, collaboration, complex communication skills, and professional work portfolio. Industry certification may be offered in this course. Students will have the opportunity to participate in a CTSO (Career and Technical Education Student Organization) Family, Career, & Community Leaders of America (FCCLA).

**Course fee is \$20.**

### **Early Childhood Education State Standards**

#### **Technical Standards:**

- 1.0 Examine the foundational concepts and theoretical approaches of early childhood education
- 2.0 Examine the factors influencing prenatal development
- 3.0 Examine infant development (birth to 12 months)
- 4.0 Examine toddler development (12 to 36 months)
- 5.0 Examine preschool development (3 to 5 years)
- 6.0 Examine early elementary development (kindergarten to 3<sup>rd</sup> grade)
- 7.0 Examine procedure and regulations that promote health and safety in early childhood environments
- 8.0 Examine health and nutrition in young children
- 9.0 Examine strategies to build family and community relationships
- 10.0 Examine developmentally appropriate practices that support meaningful learning experiences
- 11.0 Examine developmentally appropriate learning environments/learning centers
- 12.0 Examine developmentally appropriate learning experiences
- 13.0 Examine strategies that promote prosocial behavior in young children
- 14.0 Examine observation and assessment strategies in early childhood setting
- 15.0 Examine professionalism and legal and ethical practices in the early childhood education profession

*\*Note: All standards are taught through enrollment in the entire Early Childhood Education program.*

### **MATERIALS REQUIRED:**

Students are expected to come to class with paper, pen (blue or black ink only) and pencil every day to take notes as needed. All other supplies and materials are provided.

### **ACTIVE PARTICIPATION:**

Students are required to actively participate in class. Participation means completing all assignments (textbook, written, group and oral), maintaining a notebook, and getting involved in group/class discussions, group activities, and participating in childcare lab experiences. In addition, students will be conducting self-evaluations and peer-evaluations, responding to films and guest speakers, and preparing for tests and quizzes.

### **STUDENT EXPECTATIONS:**

Students are expected to follow all classroom rules and procedures in addition to school wide rules (See Student Handbook). Respect for all members of the classroom and their belongings will be in effect at all times. No profanity is allowed in the classroom. In addition, make-up and personal hygiene activities are inappropriate for the classroom. In the classroom, all students must follow the district BYOT “Bring Your Own Technology” agreement for electronic devices (including cell phones, IPODs, laptops, etc.). No food or drink in the classroom.

### **ATTENDANCE and TARDY POLICIES:**

Students who accumulate a total of more than 10 excused/unexcused absences may be removed from the course. Students, who come to class tardy three times per semester, will be issued a referral on the 3<sup>rd</sup> tardy.

### **CONSEQUENCES:**

Unexcused absences, tardies, and inappropriate classroom behavior may result in detention--lunch, before or after school. 1<sup>st</sup> infraction – warning

2<sup>nd</sup> infraction –parent contact and mandatory 15 minute detention assigned

3<sup>rd</sup> infraction – parent contact and referral to admin may be issued

### CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO)

Students are required to participate in CTSO activities, but not affiliate; however, students must affiliate in order to participate in state competitions. The CTSO organization for this class is FCCLA (Family, Careers, and Community Leaders of America). Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision-making, and interpersonal communication -- necessary in for college and the workplace. Students will also participate in community service projects and focus groups.

### GRADING SYSTEM:

This course consists of three components: Early Childhood Education Instruction/Curriculum, Early Childhood Lab Experiences, and the FCCLA.

1. Early Childhood Education Instruction/Curriculum: Classroom activities and assignments will be worth points. Points will be assigned on the basis of significance, difficulty, and time involved. Grades are not given, they are earned. Grades will be determined by the degree to which objectives are met, success is achieved, timeliness, neatness, and original work.
2. Early Childhood Lab Experiences: *Students enrolled in the Early Childhood Education Program will participate in internship/lab experiences in the Basha Bear Cubs Child Care. A separate permission form and student handbook will be presented before entering the childcare component of the program and is available on the class website.* During the childcare lab experience component of the class, students are expected to:
  - ◆ Conduct themselves professionally
  - ◆ Dress appropriately
  - ◆ Follow policies and procedures of the childcare
  - ◆ Maintain confidentiality
  - ◆ Be on time

Students, who do not follow the above guidelines, will be counseled and parents may be contacted. Students, who do not conduct themselves in a professional manner, may be excluded from the lab experience temporarily or permanently and will have to complete alternative assignments. This internship is part of the student's grade. Tardies and absences affect internship part of the grade. *Please note that students must have a TB test before entering the childcare center or have a current record (within 1 year) of a negative TB test on file.*

Students will also be participating in other work experiences off-campus, such as, but not limited to, activities in the public libraries, community service projects, and activities in the local elementary schools in early elementary classrooms. These lab experiences CANNOT be made up unless teacher is notified prior to the absence—*excused or unexcused.*

3. FCCLA Leadership Grade: A major aspect to this course is the development of leadership skills, speaking abilities, teamwork and other various skills that will play a major role in every individual's career choice. Students are required to participate in the local FCCLA activities and have the opportunity to participate in the district, state and national FCCLA activities. This will count for 10% of each semester's grade. Please refer to the attached sheet for dates of the required events.

Grades will be based on a percentage of total points earned, according to the following scale:

Grading Scale:	
100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-0%	F

Semester Grades are weighted using the following percentages:

1 <sup>st</sup> Quarter/Term Grade	40%
2 <sup>nd</sup> Quarter/Term Grade	40%
FCCLA Leadership/Final Exam:	20%

Please note that students and parents may access grade online via Infinite Campus. <http://www.cusd80.com/Domain/5058>

### MAKE-UP WORK:

Students may only make-up work from *excused* absences. Students will be notified of a due date for each assignment. To receive full credit, assignments must be turned in during class on the date it is due. If an assignment is turned in after that time, points will be deducted (half credit). I reserve the right to refuse any assignment turned in after one week past the due date. *Some assignments and class activities (including group projects and labs) cannot be made up and an alternative*

*assignment may be given for excused absences only.* In the event you are absent, it is your responsibility to get your make-up work from me. Assignments will be accepted within the same number of days that the student is absent and no more than one week late. **No extended due dates will be given for semester or year-long projects—even for excused absences—so students must plan accordingly such as The CDA portfolio project due May 17<sup>th</sup>, 2019.** It may be necessary to obtain make-up work outside of class time (before or after school). *Please note that the CDA application and scholarship process has time sensitive due dates. Failure to complete requirements by deadlines may result in delay in application or ineligibility.*

#### **EXTRA CREDIT:**

Occasionally I will offer assignments for extra credit or assign extra credit points for an assignment that was exceptionally well done. *Please note that extra credit cannot be used to pass the course in the event of nonattendance and/or nonparticipation.*

#### **DUAL ENROLLMENT:**

Students have the opportunity to earn *college credits* in this course. Dual Enrollment is available through Maricopa Community Colleges. Students may contact, Ms. Good, the Dual Enrollment Liaison for more information.

#### **DIVERSITY STATEMENT**

All students have a right to an educational environment free from bias, prejudice and bigotry. As members of the Basha High School educational community, students are expected to refrain from participating in acts of harassment that are designed to demean another student's race gender, ethnicity, religious preference, disability or sexual orientation.

#### **CONFERENCE PERIOD**

Conference period will be on Wednesday and Thursday from 9:19 – 9:44. Students will not be able to leave conference period classroom without a pass signed by a teacher or a properly designated color club pass. The library is not available during conference. Students should use this time to study or read.

#### **FILMS**

Throughout the year, in order to better enhance your student's deeper understanding of various concepts of the course, video clips are used. The following is a list of films we typically view and discuss throughout the year, although not all films listed below will be shown. If you have any concerns or questions regarding films viewed, please don't hesitate to send me an email at [alexander.melanie@cusd80.com](mailto:alexander.melanie@cusd80.com).

Daddy Daycare – Rated PG

Beyond the Blackboard - Unrated

Educational Documentaries - Unrated

I am Your Child Series

WestEd Program for Infant/Toddler Care Series

National Association for the Education of Young Children Series

The Child Care Collection Series

The Learning Seed, A Child Grows Series

PBS Series

Ooey Goopy Series

High Scope Series

Arlitt Instructional Media Series

#### **TO THE PARENTS:**

I am pleased that your son or daughter is enrolled in my class. It is my intention to present the material in an exciting and interesting manner that will make learning the material relevant and valuable to the students and their hands-on lab experiences. The material they learn should be one of the stepping-stones to future achievements for them. To accomplish these goals, I need your assistance. Please read the classroom information and discuss it with your son or daughter. They will return the signed portion below for credit. If you have any questions or concerns, please feel free to contact me here at school.

Sincerely,

Mrs. Alexander, M.Ed.

*Early Childhood Education*

**Please sign and return the next page.**

**Please keep the syllabus and return this form.**

Early Childhood Education CDA II  
M. Alexander

DOCUMENTATION OF CLASSROOM POLICY:

- I have read all of the classroom expectations and information regarding this class
- My parents and I have discussed the classroom expectations and information regarding this class.

Student's Name (printed): \_\_\_\_\_ Period: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledge receipt of syllabus:**

Parent/Guardian's Name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent permission for film viewing:**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent permission for internet use:**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent permission for photography:**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***PARENT CONTACT INFORMATION***

Please indicate which of the following methods of communication is best for you:

Please contact me by e-mail. My e-mail address is:  
\_\_\_\_\_

(Return verification of receipt of e-mail is required)

Please contact me by phone. I may be reached at the following numbers:

Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_