

Palm Beach State College
Course Syllabus – Classroom Courses

General Class and Course Information

Course number: HEV0809 Class Reference Number: Term: 2011-2012

Course title: Caring for Children Birth-3 Yrs Mod III Credit/Contact hours: 40

Course Description:

The student will explore the FCCPC competency standards and the system of competency-based performance evaluation. The program is divided into three modules covering the thirteen functional areas in which a caregiver must demonstrate competence in order to meet the FCCPC competency standards. The course provides the 124 hours of formal instruction required for the FCCPC assessment, including at least ten hours in each of the following eight subject areas. The following will be addressed in Module III:

1. Strategies to manage an effective program operation
2. Observing and recording children's behavior
3. Maintaining a commitment to professionalism
4. Strategies to establish productive relationships with families
5. Principles of child growth and development

This program also includes an on-site two-hour observation, which is required for the National CDA Credential and for the FCCPC. Observations will be conducted in Module I and Module III of the FCCPC program.

Course Learning Outcomes: As a result of taking this course, the student will be able to

1. Demonstrate knowledge of children birth through 3 years old characteristics, needs, multiple influences on development and learning to create environments supportive and challenging for all children.
2. Recognize and demonstrate the importance and complex characteristics of children's families and communities by creating family and community relationships that support children's learning and development.
3. Demonstrate the goals, benefits and uses of assessment techniques, tools and approaches in the classroom to support learning and development of young children.
4. Design, implement and evaluate experiences that promote positive development and learning for all children demonstrated by a knowledge of relationships with children and families, their understanding of developmentally effective approaches to teaching and learning, and a knowledge of academic disciplines.
5. Achieve professional status and recognition, set goals for personal and professional growth while practicing ethical standards and other professional guidelines established within the early childhood field.
6. Demonstrate knowledge of regulations governing health, safety and nutrition which responds to children's health needs and promotes nutrition by designing, maintaining and assessing environments for safety.
7. Demonstrate how organizations develop and grow through implementing administrative practices that maintain and support strong early care and education programs that meet the diverse needs of children, families, staff and community.

Full Course Outline: Click on the following link:

http://www.palmbeachstate.edu/asp/IE_ShowOutline.asp?show=Y&CourseID=HEV0809

Class Schedule

One week night session (4 hours) and one Saturday class session (4 hours).

Textbook(s) Information: Dodge, D.T., Dombro, A.L., & Koralek, D.G. (2005). Caring for infants & toddlers (2nd Ed). Washington, DC: Teaching Strategies Inc. ISBN – 978-1-879537-49-1

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Web Content Information: N/A

Professor's Contact Information

Professor's Name:

Office Location:

Telephone:

Email address:

Home Page:

Office Hours:

Class Requirements

Assignments :

1. The following requirements must be successfully completed for students to be awarded a Florida Child Care Professional Credential (FCCPC) at the end of the program:

- Successful passage of Modules I, II & III with a grade of A, B or C
- All required documentation submitted and accepted by Palm Beach State College
 - > Official High School/GED transcript on file at the Registrar's office
 - > 40-Hour childcare certification (Parts I, II & III)
 - > 5-Hour Emergent Literacy
 - > Current Childcare First Aid/CPR Certification
 - > Notarized proof of 480 hours of work experience working with children ages birth through 5 years old in a licensed child care setting. All 480 hours of work experience must be completed during this program.
- Completed Portfolio/Professional Resource File
- One on-site observation in your classroom

Students will NOT receive a Florida Child Care Professional Certificate unless all Palm Beach State College requirements have been met for each module.

2. The student will sign the Statement of Understanding indicating that he/she understands all aspects of item # 1
3. Students will observe their own students on a regular basis, observe children's behavior in another classroom as a sample of their observations, and use a copy of the FCCPC Observation Form to evaluate another professional.
4. Students will take appropriate steps toward the completion of the FCCPC process. This includes:
 - A. Developing a Professional Resource File which includes an autobiography, six written statements of competence describing work in each of the six FCCPC competency goal areas, and a 17-Item Resource Collection.
 - B. Distributing and collecting Parent Opinion Questionnaires.
 - C. Observation by the instructor or early childhood professional (designated by the Program Coordinator) using the CDA Assessment Observation Instrument.

Late Assignment Policy: Students must receive prior approval from the Instructor if an assignment will not be completed by the specified due date. Late assignments could impact the individual assignment grade and overall grade for the class.

Grading Scale and Policy:

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Students completing all of the required coursework for this module will receive a grade of A, B, C or F. Those students receiving an “F” will be required to repeat the module in order to continue in the Florida Child Care Professional Credential (FCCPC) program. Students must score 80% or higher on each of their exams in order to receive their points.

Below is the grading scale for Module III:

	Total Points
1. Competency Goals/Statements (10 pts each) Goal V & VI	20
2. Functional Areas & Tests/Knowledge Assessment (10 pts each) Four (4) Tests:	40
i. Guidance	
ii. Families	
iii. Program Management	
iv. Professionalism	
3. Portfolio/Professional Resource Collection (5 pts each) Four (4) Resource Items	20
4. Two (2) Presentations (20 pts each)	40
5. Group Activity	10
6. Observation (including lesson plan – 10 points)	20
Total Points for Module III:	150

Grading Scale:

- A 141-150 points
- B 131-140 points
- C 121-130 points
- F 120 or below

Tests, Quizzes, and Final Examination Schedule: Students will be given four (4) Knowledge Assessment tests during this module covering the Functional Areas: Guidance, Families, Program Management, Professionalism

Make-up Exam Policy: Prior approval from the Instructor is required.

Class Policies and Methodology

Attendance: Professors are required to take attendance. Attendance Policy: 90% attendance is required. The student must attend at least 36 hours of each Module to meet the attendance requirement. The student must arrive on time. Anyone arriving 15 minutes after the start of class will be considered absent.

Electronic Device Use: All cell phones, beepers and/or pagers must be “turned off” during class sessions.

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Email Policy: Students should use their college email address when communicating with the Instructor regarding the class. All communications to students regarding this class from the Instructor will be sent to the student's college email address.

Equipment and Supplies: The Child Development Associate/ Assessment System and Competency Standards (Infant/Toddler Caregivers) (2006). Washington, D.C.: The Council for Professional Recognition.

Professor's Expectations:

1. The student must have mastery of the English and Spanish language to be enrolled in the Dual-Language FCCPC program.
2. Students must complete each module successfully in sequential order. Module I is the prerequisite for Module II; Module II is the prerequisite for Module III.
3. Purchase FCCPC materials (infant/toddler) from any Palm Beach State College campus bookstore. The student must show the instructor that he/she has purchased the required packet by the first night of class.
4. Students must successfully complete all items under the "Assignment" section of this syllabus.

Methods of Instruction: The teaching methods used will be lectures, group activities, group discussions, formal observation and interview.

Unique Requirements of the Class:

To apply for the National CDA Credential:

1. The student will submit a Direct Assessment Application form to the Council for Professional Recognition according to the appropriate application deadline date. (The Verification Visit/Deadline Application Date chart is listed in the CDA Assessment System and Competency Standards book).
2. The student will have a verification visit by a council representative who will administer a written examination (Early Childhood Studies Review) and an oral interview. This person will also check the student's Professional Resource File, CDA Assessment Observation Instrument, and the Parent Opinion Questionnaires.
3. A Committee of the Council reviews the student's documentation of competence and makes a decision to award the Credential.
4. Students who hold one Credential and wish to obtain a second CDA Credential in a different setting, can apply to the Council for the second setting CDA Credential.
5. All course work will follow the National Standards. If students choose to apply for a National CDA, the required paperwork will already be completed.
 - Autobiography will contain about 300 words.
 - Competency goals statements should be 250-500 words in length

Award of Florida Child Care Professional Certification (FCCPC) Credential:

After successful passage of Module I, II & III demonstrated by receiving a grade of A, B, or C and a complete Portfolio/Professional Resource Collection containing ALL required items, the student will receive a "Certificate of Completion" from Palm Beach State College stating that the required coursework for the FCCPC has been satisfied. The certificate will be mailed by the Program Coordinator's office within 2-3 weeks of the last class session.

The Department of Children & Families will award the student a Florida Child Care Professional Certificate (FCCPC) once notified from Palm Beach State College that all requirements have been met by the student. The certificate will be mailed within 2-3 weeks of the last class session from the Department of Children & Families.

College Policies and Web Information

Academic Dishonesty

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Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach State College Student Handbook**

(www.palmbeachstate.edu/Documents/Marketing/studenthandbook.pdf) for further information.

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at

www.palmbeachstate.edu/disabilities.xml.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest

Please see this web page (www.palmbeachstate.edu/x340.xml) for a list of web addresses for students.

Withdrawal Policy for Individual Courses

The last day to withdraw from a College course with a "W" grade in this course is ; A student may not withdraw from a PSAV course that meets less than two times. The deadline to withdraw for each course is listed on the student's Class Schedule printout. Students are permitted a maximum of two attempts and/or withdrawals per course . It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

Department Contact Information

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