

Palm Beach State College
Course Syllabus – Classroom Courses

General Class and Course Information

Course number: HEV 0194 Class Reference Number: Term: 2011/2012

Course title: SAPC - Module I Credit/Contact hours: 40

Course Description: The School-Age Professional Certificate consists of two - 40 Hour competency based modules that address the specific skills and knowledge necessary to work competently with School-Age children. The modules of this course must be taken in sequential order.

This program is divided into two (2) modules covering six areas (competency goals) in which a school-age caregiver must demonstrate competence. At the end of the course the student will be able to:

1. Plan and implement a safe, healthy, learning environment.
2. Foster children's physical and intellectual development.
3. Promote children's social and emotional development, and to provide positive guidance.
4. Create and maintain positive and effective relationships with families.
5. Ensure a well-run, purposeful program responsive to children's needs.
6. Develop and fulfill a commitment to professionalism.

The student is required to develop a Professional Resource File and a Portfolio.

A formal Observation must also be conducted in the student's work setting by an advisor before the Level I Credential is awarded. This observation must be completed prior to the end of Module II. The advisor will also conduct an interview with the candidate.

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

1. Demonstrate knowledge and understanding of child/youth characteristics and needs, multiple influences on developmental learning by providing safe, healthy, respectful supportive and challenging environments.
2. Demonstrate a knowledge and understanding of family and community characteristics that will establish positive and productive relationships which will engage them in child/youth development and learning.
3. Create a systematic and responsive approach to establishing a high quality afterschool program that meets the diverse needs of children/youth, families, staff and community through sound practices that comply with regulations and ethical standards.
4. Demonstrate an understanding of child/youth development by designing and implementing a program that supports, promotes and enhances physical, cognitive, social and emotional, communication and creative development for all children/youth.
5. Promote meaningful engagement, leadership and guidance of the children/youth that encourages positive expression, interaction and group experiences in a respectful environment that honors cultural and human diversity.
6. Demonstrate professionalism, uphold ethical standards and other professional guidelines in the field by integrating reflective practices, critical perspectives on personal performance that includes goal setting, continuous learning, involvement in professional development, advocacy and leadership opportunities.

Full Course Outline: Click on the following link:

http://www.palmbeachstate.edu/asp/IE_ShowOutline.asp?show=Y&CourseID=HEV0194

Class Schedule

2 nights per week 6:30-9:30pm; Last two classes meet 6:30-8:30pm

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Textbook(s) Information:

- 1). School-Age Professional Certificate (Palm Beach County Afterschool Educator Certificate) textbook (LAD Publishing-PBC0126);
- 2). SAPC Student Packet (LAD Publishing -PBC0126);
- 3). 10-Pack HighScope Bundle (Includes: "Structure and Clear Limits", "Scaffolding for Success", "Planning and Reflection", "Active Learning", "Ask-Listen-Encourage", "Homework Help", "Effective Use of Small Groups", "Building Community", "Voice and Choice", and "Reframing Conflict")

Web Content Information: www.palmbeachstate.edu/childcare.xml

Professor's Contact Information

Professor's Name: N/A
Office Location: N/A
Telephone: N/A
Email address: N/A
Home Page: N/A
Office Hours: N/A

Class Requirements

Assignments :

1. The following requirements must be completed before the end of Module I for students to be eligible to continue in this program and register for Module II:
 - An official high school or GED transcript on file at the Registrar's Office. The transcript must show that the student graduated with a standard diploma from the list of accredited high schools accepted by Palm Beach State College. No exceptions will be made. It is the student's responsibility to check with the Registrar's Office to verify that the College has accepted his/her transcript showing a standard high school diploma or GED.
2. The following requirement must be completed by the end of Module II for students to be eligible to obtain a School-Age Professional Certificate (Palm Beach County Afterschool Educator Certificate).
 - 480 hours documented work experience working with children ages 5 -12 years old in a licensed child care setting or afterschool program. All 480 hours must be completed within the past 5 years and 80 of these hours must be completed while enrolled in the training program. Proof of the 480 hours of work experience must be notarized and documented on the Practical Experience Summary form. The student will sign the Statement of Understanding indicating that he/she understands all aspects of items # 1-5.
3. Students will take appropriate steps toward the completion of the SAPC process. This includes:
 - A). Development of Portfolio/Professional Resource Collection which includes: an autobiography, program description, six written statements of competence describing work in each of the six SAPC competency goal areas , and a 20-item Resource Collection.
 - B). Distributing and collecting Parent Opinion Questionnaires.
 - C). Observation by the instructor or afterschool professional (designated by the Program Coordinator) using the SAPC Observation Assessment Instrument.
4. Students will be expected to complete the following during Module I as assigned by the instructor: one (1) presentation; twelve (12) class assignments; and two (2) classroom activities.

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 assignment grade and overall grade for the class.

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Grading Scale and Policy: Students completing all of the required coursework for this module will receive a grade of A, B, C, or N. Those students receiving an “N=Not Satisfactory” will be required to repeat the module in order to continue in the School Age Professional Certificate (SAPC) program.

Below is the grading scale for Module I:	Total Points Earned
1. Competency Goals/Statements (5 pts each) Goal II & III	10
2. Functional Areas & Tests/Knowledge Assessment (15 pts each) Students must score 80% or higher on each of their exams in order to receive their points. Two (2) Tests:	30
i). Bringing Yourself to Work	
• Communication	
• Professionalism	
• Program Environment	
• Social	
ii). HighScope Approach	
• Cognitive	
• Communication	
• Creative	
• Physical	
• Program Environment	
• Safe	
• Social	
3. Portfolio/Professional Resource Collection	
Resource Items 1-9	30
Functional Area Entries	30
Autobiography	10
Program Description	10
4. One (1) Presentation	25
5. Twelve (12) Class Assignments (10 pts. each)	120
6. Two (2) Classroom Activities (10 pts. each)	20
Total Points for the SAPC Module II:	285

Grading Scale:

A	272 – 285 points
B	261 – 271 points
C	247 – 260 points
N	246 points or less

Note: Course instruction follows the sequence as outlined in the syllabus, NOT as outlined in the “Teaching Strategies” Chart noted in the Introduction and Eligibility section of the Student Packet (pg. 7 & 8).

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Tests, Quizzes, and Final Examination Schedule:

Students will be given two (2) Knowledge Assessment exams during this module covering the Functional Areas: Cognitive, Communication, Creative, Physical, Professionalism, Program Environment, Safe and Social. (15 pts each) Students must score 80% or higher on each of their exams in order to receive their points.

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.

Email Policy: Students should communicate by email using their Palm Beach State College student email. All correspondence regarding the class should be sent to the instructor.

Equipment and Supplies: Students are required to have a textbook and student packet for each class session. It is also recommended that students bring highlighters, paper and pencils or pens for note taking.

Professor’s Expectations: :

1. The student must have mastery of the English language to be enrolled in the SAPC program. All class tests and assignments are written in English and all class discussions are conducted in English.
2. Students must complete each module successfully in sequential order. Module I is the prerequisite for Module II.
3. Purchase the SAPC course materials from the Palm Beach State College (Lake Worth) Campus Bookstore. Students must have their textbook and student packet the first night of class.

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

Methods of Instruction: The teaching methods used will be lecture, group activities, group discussions, individual assignments, formal observations and interview.

Unique Requirements of the Class:

- Successful passage of SAPC Module I with a grade of A, B, or C
- Students that do not meet the prerequisite for Module I will be required to drop the class the first class session in order to receive a 100% refund. No exceptions will be made to allow students without the prerequisite to continue attending Module II. Students that fail to drop the class will not be eligible for a refund.
- Award of School-Age Professional Certification (SAPC) Credential: After successful passage of Module I & II, 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 the Florida Department of Education School-Age Professional Certificate (SAPC). The certificate will be mailed by the Program Coordinator’s office within 2-3 weeks of the last class session.

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College Policies and Web Information

Academic Dishonesty

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

Department Contact Name: Kimberly Allen, PSAV Coordinator

Office Location: Lake Worth Campus (CE 107)

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