General Class and Course Information

**Course Number:** HEV0194  
**Course Title:** School-Age Professional Certificate (SAPC) Module I

<table>
<thead>
<tr>
<th>Term/Dates:</th>
<th>Reference Number:</th>
<th>Credit Hours:</th>
<th>Clock Hours: 40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days: Two (2) weeknights</td>
<td>Time: 6:30-9:30PM</td>
<td>Room: Lake Worth</td>
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</table>

**Course Description:** This course provides an orientation to school age child care, including the philosophy, purpose and social/cultural context of after-school and other programs for school-age youth. An examination of program models, including staff roles, program planning, quality improvement, and interaction with children, families and community will be presented.

Professor’s Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Office Location:</th>
<th>Telephone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD - see schedule</td>
<td>Lake Worth - CE</td>
<td>561.868.4048</td>
<td><a href="mailto:brennanl@palmbeachstate.edu">brennanl@palmbeachstate.edu</a></td>
</tr>
</tbody>
</table>

**Information on REQUIRED Textbooks:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Edition</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-Age Professional Certificate (PBC Afterschool Educator Certificate)</td>
<td></td>
<td></td>
<td>LAD Publishing</td>
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</table>

**Supplementary Books/Materials**

<table>
<thead>
<tr>
<th>Title</th>
<th>Edition</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-Pack HighScope Budle (Includes: Active Learning; Ask-Listen-Encourage; Building Community; Cooperative Learning; Homework Help; Planning and Reflection; Reframing Conflict; Structure and Clear Limits, Youth Voice</td>
<td>Current</td>
<td></td>
<td>Forum for Youth Development</td>
<td></td>
</tr>
<tr>
<td>SAPC Student Packet</td>
<td>Current</td>
<td></td>
<td>LAD Publishing</td>
<td></td>
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</tbody>
</table>

Course Learning Outcomes: As a result of taking this course, the student will be able to:
1. Demonstrate through practice awareness and understanding of ethical responsibilities, standards and professional guidelines in the field.
2. Demonstrate ability to take part in continuous learning and improvement through involvement in professional development, advocacy and leadership opportunities.
3. Integrate reflective practices and critical perspectives on personal performance and goal setting.
4. Demonstrate knowledge of and apply regulations and procedures which promote a safe and healthy learning environment for children/youths.
5. Design, maintain and assess safe learning environments to protect children, youth and staff.
6. Plan and evaluate menus to promote good health and nutritional needs of children and youth.
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7. Identify and apply knowledge of child/youth characteristics and needs; influences on development and learning to create healthy, respectful, supportive and challenging environment for all children/youth.
8. Design and implement a curriculum to support the physical development of children/youth.
9. Design and implement a curriculum to promote and enhance cognitive development of children/youth.
10. Design and implement a program to promote meaningful engagement, leadership and guidance supporting the cultural and human diversity of the children/youth.
11. Design and implement a program to promote positive expression, interaction and group experiences between adults and children/youth.

Full Course Outline - Click on the following link: Course Outlines and enter the course number (no space between the prefix and the number).

Class Information

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 completion of Module II and before the awarding of the Level I Credential. The advisor will also conduct a formal interview with the candidate.

Academic Dishonesty Policy and Penalty for Violation:
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 that 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/current) for further information.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade:

Assignments:
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.

Tests, Quizzes, and Final Examination Schedule: Students will be given two (2) Knowledge Assessment tests during this module covering the Functional Areas: Cognitive, Communication, Creative, Physical, Professionalism, Program Environment, Safe and Social. Students must score 80% or higher on each of their exams in order to receive the points associated with their grade earned on each exam.

Grading: 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. Students must score 80% or higher on each of their exams in order to receive the points associated with their grade earned on each exam.
Below is the grading scale for Module I:

1. Reflective Statements of Competence (0-10 pts. each)  
   Goal I, II & III 30
2. Tests/Knowledge Assessment (0-10 pts. each)  
   Grading Scale: 100=10 pts.; 95=9 pts.; 90=8 pts.; 85=7 pts.; 80=6 pts.; below 80=0 pts.  
   Two (2) Tests:  
   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  
   Nine (9) Resource Items (0-5 pts. each) 45  
   Autobiography (0-10 pts.) 10  
   Program Description (0-10 pts.) 10
4. One (1) Presentation (0-15 pts.) 15
5. Twelve (12) Class Assignments (0-10 pts. each) 120
6. Two (2) Classroom Activities (0-10 pts. each) 20
7. Resource Collection/Notebook Check (0-5 pts.) 5
8. Class Participation (0-5 pts.) 5

Total Points for the SAPC Module I: 280

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).

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Percentage (if applicable)</th>
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<tbody>
<tr>
<td>A</td>
<td>271-280</td>
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<tr>
<td>B</td>
<td>261-270</td>
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<tr>
<td>C</td>
<td>251-260</td>
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<tr>
<td>D</td>
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<tr>
<td>F</td>
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<td>P</td>
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<tr>
<td>N</td>
<td>250 or below</td>
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<td>S</td>
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<td>U</td>
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Class Policies

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. This allows students one excused absence per Module. The student must arrive on time. Anyone arriving 15 minutes after the start of class or leaving 15 minutes before the class ends will be considered absent. All request for missed time in class must be approved by the Instructor.

RELIGIOUS OBSERVANCES: Students have the right to reasonable accommodation in admission, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida law. Students must make arrangements in writing with faculty/instructors and other appropriate College personnel at least one week prior to an anticipated religious observance for holidays not recognized on the academic calendar and which come within the accommodation requirement. For the SAPC Program, written request is only needed if the student needs additional time beyond the allowed excused absence. For more information see the Student Handbook.

Electronic Device Use and Email Policy:
Electronic Device Use: All cell phones, beepers and/or pagers must be “turned off” or silenced during class. This includes the use of laptops or notepads for any purpose other than for the use of course work. Students should obtain prior approval of their Instructor for use of laptops or notepads. Students violating the usage of electronic devises as outlined in this syllabus will be warned once and then dismissed from the classroom if continued.

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.

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.

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

Withdrawal Policy:
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.

Other:

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.

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:

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(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 that 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/current for link to the student handbook).

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/current for web address for Disability Support Services.

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.

Final Course Grade Appeal

The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

Mid-Term Grade Reporting

Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

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/current) 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 that 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.
Other Information from your Professor:

**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.
4. Students must successfully complete all items under the “Assignment” section of this syllabus.
5. Students that do not meet the prerequisite requirements for Module I will not be permitted to register. No Exceptions will be made to allow students without the prerequisite requirements to attend Module I. Students that fail drop the class will not be eligible for a refund.

**Unique Requirements of the Class:**
A. Successful passage of SAPC Module I with a grade of A, B, or C
B. 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.

**Department Contact Information**

<table>
<thead>
<tr>
<th>Name: Luisa Brennan</th>
<th>Office Location: Lake Worth - CE 0114.2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone:</strong> 561.868.4048</td>
<td><strong>Email:</strong> <a href="mailto:brennanl@palmbeachstate.edu">brennanl@palmbeachstate.edu</a></td>
</tr>
<tr>
<td><strong>Job Title:</strong> Program Director</td>
<td></td>
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</tbody>
</table>