



## ECE 566.01W – EARLY CHILDHOOD ENVIRONMENT & DESIGN COURSE SYLLABUS: Fall, 2015

**Instructor:** Barbara G. Hammack, Ph.D., Associate Professor

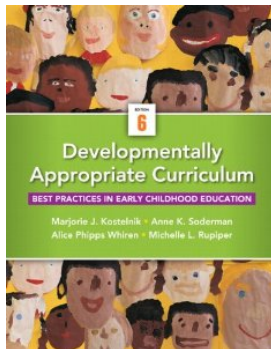
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**Alternate eCollege Logon:** <http://online.tamuc.org>

### COURSE INFORMATION

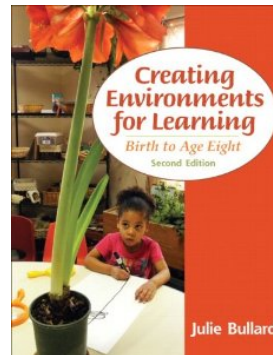
#### Materials – Text, Readings, Supplementary Readings

Kostelnik, MJ, et.al. *Developmentally Appropriate Curriculum*, 6<sup>th</sup> edition. Pearson, 2015.



(Required)

ISBN: 0-13-335177-7



(Recommended)

ISBN: 0-13-286754-0

Bullard, Julie. *Creating Environments for Learning*, 2<sup>nd</sup> edition. Pearson Education Inc., 2014.

#### Course Description

This course explores early childhood organizational plans, procedures, physical facilities and surveys appropriate materials and equipment. Emphasis is placed on the process of designing appropriate learning environments for young children. 3 semester hours

#### Course Goal:

To help students recognize appropriate ECE environments that promote active hands-on learning, respect children as individuals, and allow for the development of the whole child.

## Student Learning Outcomes/Objectives

This class is listed by the University as an early childhood education course and will enable students:

1. To clarify developmentally appropriate principles and practices of early childhood education
  2. To identify behavioral characteristics of young children to meet individual, developmental, ELL and diversity needs
  3. To equip and supply an early childhood classroom
  4. To plan and organize a child centered environment
  5. To build communication skills with parents and paraprofessionals
  6. To associate ECE TExES competencies with course content
- The learner will be an active and engaged participant in discussion forums by analyzing, constructing/creating, and evaluating information presented within the textbook, external readings/resources, student research, and class activities.
  - The learner will demonstrate an understanding of the methods used in education by creating a DAP Book, highlighting the technology employed, and the appropriateness and effectiveness in the study of early childhood education.
  - The learner will also demonstrate understanding of the course materials through objective examinations.

<b>COURSE REQUIREMENTS</b>
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### Activities / Assessments

This course is made up of a series of assignments and assessments to assist you in achieving the course and module learning objectives. Each day or week you will work on various combinations of assignments, activities, discussions, readings, research, and projects.

### Online Class Discussions (7): 10 points each – Total 70 points

**Course Objective/Learning Outcome # 2, 4 & 5:** The learner will identify behavioral characteristics of young children to meet individual, developmental and diversity needs. Plan and organize a child centered environment and build communication skills with parents and paraprofessionals.

These online discussion topics will be available in the eCollege course shell until the assigned due date. In order to encourage full class participation, students will be required to post an initial discussion of at least 75 to 100+ words to the assigned chapter topic and respond to any other student's initial posting with at least 50 to 75+ word response by the indicated due date. Discussion postings must be substantive or the student will not be given full credit, if it is apparent to the professor that students have not spent enough time or effort in writing the responses. For example, "I agree. You are absolutely right" does not constitute a substantive response. Minimum word postings and responses are generally not adequate to receive maximum points.

**Online Quizzes (5): 10 points each – Total 50 points**

**Course Objective/Learning Outcome # 2:** The learner will identify behavioral characteristics of young children to meet individual, developmental and diversity needs.

There will be a total of 5 chapter quizzes which will cover the required textbook readings and the content of the lectures. Chapter quizzes are to be completed online during the dates posted and announced in the syllabus. Each quiz is created from a question pool and each student will get a different set of 5 questions on each chapter quiz. Each *quiz* can be taken *once* and is timed for 15 minutes each. Grades only are made available to students following the submission of the quiz. My suggestion would be to note concepts as you go and then you can go back and look for answers. If you lose Internet connectivity during the quiz, log back in immediately and continue on with the exam. Save your answers often (after each answer). If you experience any issues while taking the exam, you must contact the *eCollege Helpdesk immediately* so that your issue is documented with a helpdesk ticket number. Then contact the professor with your concern accompanied by the helpdesk ticket number. Considerations regarding quiz issues will be made by the professor on an individual basis based on the documentation provided.

**Course Objectives/Learning Outcomes # 3-6:** The learner will equip and supply an early childhood classroom, plan and organize a child centered environment, build communication skills with parents and paraprofessionals and associate ECE TExES competencies with course content.

**Online Final: 50 points**

Final Exam will be given during the final week of the course. The exam will be completed online during the dates posted and announced in the syllabus and course. Each exam is created from a question pool and each student will get a different set of 25 questions for each exam. The exam can be taken *once* and is timed for 45 minutes. Grades are made available to students following the submission of the exam. If you wish to review your answers, please make an appointment with the instructor to do so. If you lose Internet connectivity during the exam, log back in immediately and continue on with the exam. Save your answers often (after each answer). If you experience any issues while taking the exam, you must contact the *eCollege Helpdesk immediately* so that your issue is documented with a helpdesk ticket number. Considerations regarding exam issues will be made by the professor on an individual basis based on the documentation provided.

**Assessment Method:** Multiple-Choice

**Early Childhood Learning Center: 75 points total**

**Course Objectives/Learning Outcomes # 3-4:** The learner will equip and supply an early childhood classroom and plan and organize a child-centered environment.

Early childhood learning centers are designed to engage the students in a variety of experiences to help clarify and demonstrate specific early childhood knowledge necessary to examine and evaluate learning environments for young children. This assigned cooperative group activity is due on the date listed in the course syllabus. In order to receive full credit, the student will include all the required elements for the project, meet posted work deadlines, and work cooperatively with their assigned center group.

**Assessment Method:** PowerPoint, small group participation

**DAP Book: 50 points total**

**Course Objective/Learning Outcome #1:** The learner will clarify developmentally appropriate principles and practices of early childhood education.

The purpose of the DAP book is to create, write and illustrate a book based on **Developmentally Appropriate Practices** in early childhood education discussed in Chapters 1 and 2 of the Kostelnik textbook. This assigned cooperative group activity is due on the date listed in the course syllabus. In order to receive full credit, the student will include all the required elements listed on the project rubric, meet posted work deadlines, and work cooperatively with their assigned book group.

**Assessment Method:** Project Rubric, small group participation

**Attendance & Participation:**

Class attendance – Required

Class participation – Asking questions, making comments, participating in assigned activities

Online participation – Reading discussions, giving other students feedback and opinions

**Extra Credit Opportunity:**

There will be an opportunity to earn extra credit during the semester. Once this opportunity has expired, there will not be any other extra credit opportunity given. Every person in class has the same opportunity to earn extra credit. They are not assigned to only 1 person, so that s/he may pass the class.

**Grading**

Grading in this class will include *only points*, no percentages, so that students can determine at any time in the class where they stand. The grade book will be available through eCollege and students may access it at any time they wish.

Grades will be determined as follows:

<b>Course Evaluation</b>	
Discussions (7)	70 points
Quizzes (5)	50 points
EC Center	75 points
DAP Book	50 points
Final Exam	50 points

<b>Grading Scale</b>	
A = 90 – 100%	270 – 300 points
B = 80 - 89%	240 – 269 points
C = 70 - 79%	210 – 239 points
D = 60 - 69%	180 – 209 points
F = below 60%	below 180 points

## TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology in your web-enhanced course.

- To fully participate in online courses, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - sound card, which is usually integrated into your desktop or laptop computer
  - speakers or headphones.
- Depending on your course, you might also need a:
  - microphone
  - webcam

(For courses where interactive tools are used, like VoiceThread or ClassLive Pro, headphones are suggested for use with recording and playback. We recommend a webcam with an integrated microphone, such as the Microsoft LifeCam Cinema. All devices should be installed and configured before class begins.)

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader
  - Adobe Flash Player
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: <https://secure.ecollege.com/tamuc/index.learn?action=technical>

It is **strongly recommended** that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

## ACCESS AND NAVIGATION

### Access and Log in Information

This course will be facilitated using Pearson LearningStudio (eCollege) to enhance the learning experience. eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

## COMMUNICATION AND SUPPORT

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the '*Help*' button on the toolbar for information regarding working with eCollege (i.e. How to submit to Dropbox, How to post to discussions etc.).

**Note:** Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

### **Policy for Reporting Problems with Pearson LearningStudio**

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk at [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) or 1.866.656.5511
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should advise me of the problem via e-mail with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

**NOTE:** Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

**Internet Access**

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

**myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903.468.6000 with any questions about setting up your myLeo email account. You may also access information at <https://leo.tamuc.edu>.

**Learner Support**

Go to the [One Stop Shop](#) created to serve you by attempting to provide as many resources as possible in one location. Go to the [Academic Success Center](#) focused on providing academic resources to help you achieve academic success.

<b>COURSE AND UNIVERSITY PROCEDURES/POLICIES</b>
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**Course and University Policies****Attendance & Participation**

Course attendance and participation is one of the most important, yet underrated elements of a student's education. There are numerous elements that go into course participation:

1. Good attendance
2. Relevant contributions to course discussions
3. Reading assigned work and course material
4. Polite and civil interactions with all members of the course ["All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct)]

Students are required to participate in online instruction. Recovering missed course content or assignment information is the responsibility of the student. Reading assignments must be completed and any other assignments must be submitted prior to the stated date and time. Participation in course activities, including discussion groups and small group assignments, is a component of attendance. Failure to prepare and participate effectively will negatively impact the learning processes devised for the course.

**Assignments and readings**

Material from course assignments may not always be found in your text. Use of online discussions and class activities will be included in most class sessions. Please note that all questions on the examinations will be taken from the text, as well as the PowerPoint presentations, and discussions. Typically, you will be expected to read 1 chapter per topic. It is advised that you do not wait until the night before the exam to start the reading material. It is recommended that you stay current with chapter readings, and read the assigned chapter/s before each class session.

If you would like to review an exam, contact me via e-mail to set up an appointment. If you are having problems in class, contact me immediately. I am better able to help you if you come to me early. Please understand that you should not come to me at the end of the semester, unhappy with your grade, asking for a way to change it. Grades will not be changed.

### **Late Assignments**

Assignments are due on specific dates, as assigned. Assignments will be accepted after the due date with the exception of online discussion boards, quizzes and exams. However, a 10 % deduction will be applied to assignments 1 day late, and an additional 5 % for each day thereafter. For example, if an assignment is due by 5:00 PM on Sunday in the drop box of eCollege and is not placed in the drop box until 6:15 PM on Sunday, there will be a 10 % deduction; if the paper is turned in on Wednesday the paper will start to be graded with a grade of 80%.

### **Withdrawal Policy**

Every student has the right to drop the course without penalty until the drop-date. Students dropping the course during this period will be given a DP (drop while passing). A grade of DP is GPA neutral, but a grade of DF counts as an F on your transcript. If you choose to stop attending class, you may be dropped from the course due to excessive absences. If you are not satisfied with your grade in the course and wish you to drop, it is YOUR responsibility to drop the course. Once a grade of DP or DF has been submitted, it cannot be changed. A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the myLEO section of the Web page.

### **Student Conduct**

All students are expected to conduct themselves in a professional manner at all times. You are adults and will be treated as such. Discriminatory, rude, and inappropriate language will not be tolerated in this class and students will be asked to leave or drop the class (these same rules apply for online discussions). If a student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.

### **Academic Integrity**

Academic integrity is the pursuit of scholarly work free from fraud and deception and is an educational objective of this institution.

Texas A&M University-Commerce has explicit rules and regulations governing academic dishonesty and academic misconduct. As the University states, "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." These policies are stated in detail in the Student's Guide Handbook. Each student is expected to read this document and abide by the contained policies. These university policies will be followed in this class. The minimum penalty for an act of academic dishonesty will be the assignment grade of 0 on the examination or homework assignment. The maximum penalty is expulsion from the University.

Texas A&M University-Commerce further does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.



If you are unsure what constitutes plagiarism and how to avoid it. Visit the following websites:

<http://www.plagiarism.org/>

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

## **University Policies**

### **Requests for Special Accommodations**

Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. An individual instructor cannot decide to make accommodations for you without that Committee's approval.

### ***ADA Statement***

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

[Student Disability Resources & Services](#)