COURSE TITLE:	**COURSE NUMBER:**
Child Care/Education Administrative Overview	CHD 2800

COURSE DESCRIPTION (with prerequisites):

This course provides on-the-job training toward the child development associate credential, occupational certificate, and Associate in Science degree. The student will be assigned a qualified supervisor appointed by the respective agency for which he or she works. The student must comply with the Florida Child Care Professional Credential requirements for internship. 3 semester hours credit.

NAME(S) OF INSTRUCTORS:

Reva Reynolds

EFFECTIVE ACADEMIC YEAR:

2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

No textbook or course materials are required to purchase for this course. ZTC

GRADING POLICY:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students and for all instructors to record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code, which is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college in regards to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Pippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books, and electronic databases can be accessed through the Library Resources link within your course in Canvas or by using the *Search* icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage, consult the "How to Use the Chipola Databases" on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website.   See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The college's learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student's responsibility to log onto the

Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of Learning Resources. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE)** Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, live online tutoring conferences and individual tutoring sessions are available for a variety of courses through ACE@Home. For a conference schedule or to schedule an individual appointment, visit "ACE Tutoring" in the left navigation from any course in Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

This is not a General Education Course.

CCC Outcome 1: Identify of basic principles of child growth and development.

CCC Outcome 2: Create a developmentally appropriate learning environment that is safe, healthy, respectful and supportive of children and families.

CCC Outcome 3: Develop educational programs that promote the social and emotional development of children.

CCC Outcome 4: Develop educational programs that improve motor, language and cognitive development of children, including literacy development.

CCC Outcome 5: Demonstrate involvement and positive relationships with families and communities.

CCC Outcome 6: Apply principles of screening and assessment.

CCC Outcome 7: Exhibit professionalism in the field of early childhood education.

CCC Outcome 8: Identify and demonstrate effective program management techniques.

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts		
COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CHD 2800	**DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES**	**ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES** (see Notes below)
• Compare child care programs; • Identify elements of a mission statement; • Conduct a self-evaluation of child care administrator skills, • Conduct a program evaluation of an existing child care center and analyze results; • Review existing personnel policies for a child care center; • Identify how learning styles of adults affect the work environment of a child care center. • Identify elements of a child care budget; • Identify strategies related to tuition; • Analyze a mock child care budget; • Identify marketing strategies to promote a child care business; • Define and analyze federal laws and regulations related to operating a child care business; • Identify Florida 's child care rules and regulations using several scenarios. • Identify essential elements (which includes family involvement in developing lesson plans) of a lesson plan that is based on the principles of child development and conduct a review of an existing lesson plan; • Identify elements of an inclusive child care environment and conduct a "walk through" observation using a checklist of elements of an inclusive environment; identify assessments commonly used in child care settings and identify how the results are used /shared with families; identify the process for obtaining accreditation from the National Association for the Education of Young Children (NAEYC) and the role of families in the process.	Repo	RPT

Notes: **Assessment Codes**

BO - Behavioral Observation	**CS** - Case Study	**Exp** - Experiments	**JP** - Judged Perf/Exh
Cap Proj - Capstone Course	**DB** - Discussion Board	**F** - Final Exam	Ob**s** - Teacher Observ
CF - Cumulative Final	**DE** - Documented Essays	**H** - Homework	**OT** - Objective Tests
Clin - Clinicals	**E** - Essays	**Intern** - Internship	**Port** - Portfolio
CP - Case Plan	**EX** - Dept Exam	**J** - Jury	**Prac** - Practicum

Pre/ Post - Pre-/Post-Tests	**R** - Recital	**SE** - Natl or State	**T** - Tests
Proj - Projects	**RP** - Research Papers	Standardized	**UT** - Unit Tests
PS - Problem Solving	**RPT** - Report/Presentation	**Sk** - Ck Skills Check-Off	**W** - Writing Assignments
Q - Quizzes	**SD** - Skills Demonstration	**SP** - Skills Performance	

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

The instructor will facilitate class discussions and/or interactions, provide reading materials on professional education and related articles, evaluate clinical experiences and associated papers/journals, and conduct formal evaluations of student lessons/portfolios.

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.