

Fundamental Skills for Child Development

CLDDV 48B Spring 2010 Syllabus

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Please read the syllabus carefully and save it until the end of the semester.

Course Objectives/Student Learning Objectives/Outcomes/Assessment:

Outcome is a major piece of knowledge, skill, ability, or attitude that students can demonstrate by the end of the course.

Assessment is a major assignment, project, or exam used to demonstrate or apply the outcome.

- **Outcome:** Each student will prepare written observations of young children. **Assessment:** The instructor will review students' observations to ensure they are objective and include prescriptive action. After receiving feedback from the instructor, the students will make corrections and submit the final draft to their other child development instructors. Final evaluation will be at the end of the semester.
- **Outcome:** Each student will prepare oral observations of young children. **Assessment:** The instructor will give constructive feedback on students' oral observations. Students will make the modifications accordingly to improve their oral observation. Final evaluation will be at the end of the semester.
- **Outcome:** Each student will develop skill in expanding choices of verbs and adjectives to accurately and objectively describe children's growth and development. **Assessment:** Students will participate in classroom group assignments to improve their knowledge of verbs and adjectives. Students will complete English grammar worksheets. Assessment will also be through quizzes, midterm and final exams.
- **Outcome:** Each student will develop skill in correctly using terms commonly used to describe the activities and experiences of young children. **Assessment:** Students will participate in classroom group assignments to gain more understanding and knowledge of the descriptive terms. Students will complete English grammar worksheets. Assessment will also be through quizzes, midterm and final exams.
- **Outcome:** Each student will develop skill in correct spelling and pronunciation of terms and concepts commonly used in Child Development. **Assessment:** Students will participate in classroom group assignments to gain more understanding and knowledge of the descriptive

terms. Students will complete English grammar sheets. Assessment will also be through quizzes, midterm and final exams.

- **Outcome:** Each student will demonstrate comprehension of reading material specific to Child Development, including understanding of cultural differences. **Assessment:** The instructor will review students' responses to journals and give constructive feedback. Students will make the corrections accordingly to improve their skills in writing journal reviews. Final evaluation will be at the end of the semester.
- **Outcome:** Each student will identify and evaluate, through observation and written work, the impact of personal biases toward children and their families; students will identify common societal biases, and personal biases towards children. **Assessment:** Classroom discussions to identify biases and how to avoid them. Final evaluation will be at the end of the semester
- **Outcome:** Each student will summarize developmental information gathered through observations. **Assessment:** The instructor will review students' anecdotal records and give constructive feedback. Students will make the corrections accordingly to improve their skills in anecdotal records. Classroom discussions. Final evaluation will be at the end of the semester

Teaching Methods:

A. Methods to achieve course objectives:

- Lecture-discussion presentation focusing on basic written and oral communication skills specifically related to Child Development.
- Use of college resources for basic skill development.
- Small and large group activities.
- Review written essays and oral assignments.

B. Typical assignments used in achieving learner independence and critical thinking:

- Written and oral observations of children.
- Appraisal and evaluation of communication skills through written essays and oral presentations.

Text Book: There is no required textbook for this course. The instructor will provide the grammar lessons and all the handouts.

Attendance: Regular attendance is required to complete the course successfully. One absence **may be excused** if the student provides a doctor's note for illness, or proof of any other serious emergency. **There can be only one excused absence.** A regular doctor's appointment, dentist's appointment, an appointment with a counselor, or any other appointment will not be considered an excused absence. Any student who is **absent three times (including the excused absence) will receive one whole grade lower than the actual grade earned.** (For example, if your final grade based on your scores is "B", the final grade you will receive will be a "C."). Students who are **absent 4 times or more (including the excused absence) will receive an "F"** as their final grade. **Missing a total of 30 minutes or more of class time** (by being late for class or leaving class early or both) **will be considered an absence.** **Missing a total of 20 minutes of class time** (by either being late for class or leaving class early or both) will be considered **half an absence.** **Please do not set up any appointments that conflict with class times.**

Attention Students! It is the students' responsibility to keep track of their absences and drop the course if they have missed 4 or more class sessions. Please do not ask the instructor how many classes you have missed. Failure to drop the course before the deadline will result in a final grade of "F."

GRADING: Total points = 300

- 1. Classroom participation:** 200 points (66.6% of the grade): **10 assignments, each worth 20 points:** During each class session, the students will complete group assignments. **Each student is required to participate in group work in order to earn the points.** Students who are absent can **earn half the points for a maximum of two missed assignments** if they complete those assignments correctly and submit them within one week. **There will be no credit for incomplete or**

incorrect work. It is the students' responsibility to ask the instructor for the worksheets that they missed. Students who **miss a total of 20 minutes** of class time (by arriving late for class or leaving class early or both) will **receive credit for only half the score** for the assignments if they complete the work correctly. Students who **miss 30 minutes or more** of class (by arriving late for class or leaving early or both) **will not receive any credit** for work done during class even if they complete the work, since missing 30 minutes is considered an absence.

2. Midterm Examination: 40 points. March 26, 2010 at 10:05 a.m. in the regular classroom. Students who miss the midterm exam may take the exam **no later than one week late for half the credit,** at the end of class time on the regularly scheduled class day. **It is the students' responsibility to request the instructor ahead of time for late testing.**

3. Final Examination: 60 points. April 23, 2010 at 10:05 a.m. in the regular classroom. Students may take the final exam **one week late (April 23, 2010)** for **half the credit** at 10:05 a.m.; thereafter, final exam cannot be rescheduled. **It is the students' responsibility to request the instructor ahead of time for late testing.**

Extra Credit: There may be one or two in-class extra credit assignments. They will not be announced ahead of time, and only the students who are in class on the day the assignment is given will earn the points if they complete the work correctly and on time.

Grading scale: 90% or above = A; 80% to 89% = B; 70% to 79% = C; 60% to 69% = D; Below 60% = F.

Schedule of Coursework

Date	Lessons and handouts	In-class Group Assignments	Exams
2/26/10	First Day of class Parts of Speech	20 points, Assignments	
3/5/10	More About Verbs	Assignments, Discussions	
3/12/10	Subjects and Verbs & Subj. Verb agreement	Each assignments, Discussions	
3/19/10	Sentence Fragments	Assignments, Discussions	
3/26/10	Run-on sentences	Assignments, Discussions	<u>Midterm exam</u>
4/2/10	Commas	Assignments, Discussions	Late testing for midterm (<u>half credit</u>)
4/9/10	Quotation Marks & Capital Letters	Assignments, Discussions	
4/16/10	Apostrophe	Assignments, Discussions	
<u>4/23/10</u>	<u>10:05 a.m. sharp</u>		<u>Final Exam</u>
4/30/10	<u>10:05 a.m. sharp</u>		Late testing for Final Exam (<u>half credit</u>)

Student's Score log

Please log your scores and absences on the score sheet below so that you can keep track of the points you earned, your attendance, and any missed lessons.

Date	Assignments & Examinations	Possible points	Points earned	Absent = A Excused = E
2/26/10	First day of class Parts of speech	20		
3/5/10	More about Verbs	20		
3/12/10	Subjects & Verbs Subj. verb agreement	20 + 20 = 40		
3/19/10	Sentence Fragments	20		
3/26/10	Run on Sentences <u>Midterm</u>	20 40		
4/2/10	Commas	20		
4/9/10	Quotation Marks & Capital Letters	20 + 20 = 40		
4/16/10	Apostrophe	20		
4/23/10	<u>Final Exam</u>	60		
	Any Extra Credit			
	Total	300		

Total Points earned----- _____

Final grade ----- _____

Final grade if there are 3 absences----- _____

Grades: 90% or more (270 points or more) = A; 80% to 89% (240 to 269 points) = B; 70% to 79% (210 to 239 points)= C; 60% to 69% (180 to 209 points) = D; Below 60% (Below 180 points) or have 4 absences = F

Attention Students! If you have been absent 3 times (including the excused absence), your final grade will be one grade level lower than the actual grade

based on your total score. **It is your responsibility to drop the course** if you have been absent 4 times or more (including the excused absence). **Failure to drop the class before the deadline will result in a final grade of "F."**

Guidelines for Submitting Written Assignments for Other Child Development Courses

Please read and follow these guidelines carefully.

1. You may submit or pick up assignments **only** if you attend the classes regularly and do the coursework required for CLDDV 48B. If you submit or pick up assignments without attending the class from start to finish, the next paper you submit will not be accepted.
2. Your papers **will not be accepted if you have been absent three times or more.**
3. You may submit or pick up your assignments at the end of each class. **Papers turned in at the office or the mailbox will not be accepted.** You are required to attend the class before you can submit or pick up your assignments.
4. **Papers do not send papers by email.** You need to physically bring the hard copy to class and hand it to the instructor. The instructor will not print the copies of the papers sent by emails to correct them.
5. **Your papers will be returned to you at the end of the next class period.** If the following Friday is a holiday, your papers will be returned to you whenever the class meets next time. **Papers will not be corrected and returned to you on the same day that you submit, so do not request the instructor to correct your paper after class.**
6. You are required to **sign-in** when you submit your assignments and **sign-out** when you pick them up. This will be done at the end of the class. Your assignments cannot be turned-in or picked up by another student.
7. All papers must be typewritten and **double-spaced. No exceptions!** **Single-spaced papers will not be accepted.**
8. Please do not use font smaller than size 12, and do not type in all capital letters. **Proofread** all your papers before submitting to the instructor. Your papers must be neat and legible. **Untidy or careless work will not be corrected.**
9. You may submit a maximum of **3** Child Development assignments each week. Please write your name clearly **on all the pages**. All the **pages must be stapled in the correct order** at the top left corner, along with the instructor's cover sheet (with instructions) on the top. **Papers that are not stapled or papers stapled in the wrong order will not be accepted or corrected.** Please do not turn in sloppy work.
10. **Attention: Your assignments should be turned in on or before the due date** (for you Child Development course) at the end of 48B class

session. **If you do not meet for the 48B class on the due date of your assignment, you must submit it the previous week.** Your paper will be corrected and returned to you at the end of the next class session, **if you have followed all of the above guidelines.** After you receive the paper, please meet individually with 48B instructor at the end of the class session to discuss the errors and to make the corrections. Then rewrite the final copy, attach the first copy at the back of your final copy, and submit it to your Child Development instructor.

Proofreading Symbols and Codes for CLDDV 48B

- = -----Capitalize
- / ----- Use lowercase letter
- ___ ----- Close up the space
- # -----Add a space
- O ----- Spell out the words
- ^ -----Insert

- Ap ----- Apostrophe error
- Ar ----- Missing articles
- Awk ----- Awkward—You need to reword this section.
- C ----- Comma rule error
- Dn----- Double negatives
- F ----- Fragment
- Inf----- Informal word or expression. Use more appropriate word or expression
- P ----- Punctuation error
- Pl ----- Use plural word
- Pr ----- Pronoun agreement error
- Q ----- Wrong use of quotation marks
- R ----- Run-on sentences
- Sn ----- Use singular
- Sl ----- Slang. Use an acceptable word
- Sp ----- Spelling error
- SV ----- Subject and verb agreement error
- Vt ----- Verb tense error
- Un ----- Underline
- V ----- Verb form
- WR ----- Wrong sentence. You need to rewrite the entire sentence correctly.
- WW ----- Wrong word. Use the correct word.
- Wrdy ----- Too wordy. Take out unnecessary words and rewrite to be more concise.