CDEC 1419: CHILD GUIDANCE
COURSE SYLLABUS OUTLINE

CDEC 1419
Child Guidance
(4-3-2)
An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. Participation in an early childhood setting is required. Prerequisite: Must be eligible to enroll in READ 0308 or be concurrently enrolled in READ 0306. Laboratory fee $35. Sp (1907090009).

INSTRUCTOR INFORMATION:
Instructor: Pam Borel
Education: Bachelor of Science in Elementary Education, Stephen F. Austin State University
Master of Education in Curriculum and Instruction, University of Texas at Tyler
Office Hours: Call for an appointment
Telephone Number: 903-983-8293
E-mail address: pborel@kilgore.edu for emergency use only; emails/assignments must go through elearning

COURSE RATIONALE:
Teachers and caregivers need to acquire guidance skills to help children become happy, responsible, and productive people. This course will provide guidance and discipline techniques through teaching activities. A teacher or caregiver, who provides guidance for children in the learning environments, will assure the child of a safe and productive learning experience.

REQUIRED EDUCATIONAL MATERIALS:

Very Important Information:

There will be a mandatory meeting required for every student who lives within a 45 mile radius of Kilgore College. This meeting will be held at Kilgore College Longview at 6:00pm on Tuesday, September 2, 2014.

One of the most time sensitive assignments you will have this semester is to complete a Criminal Background Check. The Criminal Background Check must be completed by Friday of the 1st week of class. If a person has been convicted of certain criminal offenses in Texas, that person cannot be with children. Every student must have a background check. If you are going to complete your lab/observation hours at the Kilgore College Early Childhood Center
(KCECC), which is strongly recommended, see the instructions below for submitting your background check information.

Log into KC’s main website, www.kilgore.edu

In the middle of the page, click on Campus Connect

Follow the instructions on the right hand side of the page to log in

On the ‘pull down’ menu under Student Information, click on CDEC Background Check and complete the information – then click on the ‘submit’ button. The information is kept very confidential!!!!

If you are going to complete your lab/observation hours at a facility or ISD other than the KCECC, and you are NOT employed by that facility, you must schedule a background check through L1 Enrollment Services at a cost of $24.95. You will be personally responsible for paying this fee. You may contact L1 Enrollment Services online at www.L1enrollment.com or by calling (888)467-2080. You will be scheduling a “TXI Review” at the location nearest you. See document “Instructions for L1 Enrollment Background Check” in the Getting Started section of the course for step-by-step instructions.

FIELD EXPERIENCES:

Field experiences are observation components within most of the child development and education courses offered in the KC Child Development & Education Department. These experiences are designed so that a student can gain first-hand knowledge of: child development principles, types of settings, various age groups, observational skills with children, as well as types of programs and services available in the community.

This course has 30 lab experience hours required in a pre-k/toddler learning environment in the Kilgore College Early Childhood Center or an approved child care setting. It is highly encouraged that lab hours are completed at the Kilgore College Early Childhood Center.

OVERVIEW:

This class is made up of 4 unit blocks and a final exam. Each unit has a specific time for viewing and completion of assignments and tests. Each unit test and final exam has specific dates for completing online. You must complete the assignments by the due dates in the unit or you will not receive credit for the unit assignments. You will be able to see this information on the eLearning website.

PROCTORED FINAL EXAM:

You must take the Final Exam at the college of enrollment or use an online testing application called Proctor U (Cost is approx. $17.00 per exam; details in the online course materials).

EVALUATION:

Students will be evaluated in both the classroom and laboratory settings. The following evaluation activities will be totaled to produce a course grade:

1. Three Critical Thinking Assignments (25 points each) 75 points
2. Two Online Discussions (15 points each) 30 points
3. Child Study Project (80 points) 80 points
4. Three Unit Tests (timed/online, 25 points each) Not Proctored 75 points
5. Ten Lab/Field Experience Reports (8 points each) 80 points
6. 30 Lab Hours, complete, documented and signed (30 points) 30 points
7. Final Exam (timed/online 250 points) Proctored 250 points
TOTAL POSSIBLE POINTS 620 POINTS

Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>558-620</td>
<td>A</td>
<td>(90-100%) Exceptional work</td>
</tr>
<tr>
<td>496-557</td>
<td>B</td>
<td>(80-89%) Good work, above what is expected</td>
</tr>
<tr>
<td>434-495</td>
<td>C</td>
<td>(70-79%) Adequate, okay work</td>
</tr>
<tr>
<td>372-433</td>
<td>D</td>
<td>(60-69%) Inadequate, marginal work</td>
</tr>
<tr>
<td>432-0</td>
<td>F</td>
<td>(below 60%) Poor work</td>
</tr>
</tbody>
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LATE WORK/ADDITIONAL COURSE REQUIREMENTS:

- **NO LATE WORK WILL BE ACCEPTED**/These assignments will receive a 0 if not completed on time according to the due date on the course calendar.
- Due to the eLearning component for this course, ALL assignments will be considered late if not received via eLearning by 11:55 pm on the due date.
- *It is necessary to log in at least once a week. You will actually be logging in several times a week to keep up with assignments and discussion topics as well as emails or forum posts from the instructor.*
- All assignments will be turned in through eLearning and the link provided not via email. You may turn in assignments as soon as they are completed. All assignments will be due by 11:55pm on the last day of each unit.
- Unit tests and the Final Exam have specific completion timelines for completing online.

In addition, students should read the Kilgore College attendance policy in the *Kilgore College Catalog* and should be aware that an instructor may drop a student from the class as a result of excessive absences (12.5% of the total hours of instruction in any term which is the equivalent of two weeks of instruction). The dates for withdrawal and the related grades are also listed in the catalog.

Students should also read the Academic Honesty Statement in the *Kilgore College Catalog* to be aware of potential penalties associated with academic dishonesty.

Each instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within the prevailing conditions affecting this course.

CLASSROOM TECHNOLOGY POLICIES:

MICROSOFT WORD:
There are a variety of word processing software programs available. This course requires that all work be completed using Microsoft Word.

The icon for Microsoft Word looks like this: 

![Microsoft Word Icon](image)

This software is available on the KC library computers and the computers in the computer labs in both Kilgore and Longview. Assignments completed in other software programs (Notepad, Works, Word Perfect, etc.) WILL NOT be accepted. Assignments returned for resubmission due to incorrect software will not be accepted.

LEARNING OUTCOMES:

1. Summarize theories related to child guidance (Artifact: Test #1, Final Exam)
2. Explain how appropriate guidance promotes autonomy, self-discipline, and lifelong social skills in children (Artifact: Discussion Forum #2)
3. Recognize the impact and influence of families and culture in guiding children (Artifact: Critical Thinking Assignment #1)
4. Promote development of positive self-concept and prosocial behaviors in children (Artifact: Discussion Forum #3)
5. Apply appropriate guidance techniques to specific situations relating to children’s behaviors and demonstrate skills in helping children resolve conflicts. (Artifact: Child Study Project; Critical Thinking Assignment #3)

**SCHEDULE OF CLASSES:**

At the beginning of each semester, each CDEC 1419 instructor provides a schedule of class activities to each student via eLearning. A specific dated calendar is provided on the elearning course page. This schedule of class activities includes all assignments and all test dates for the semester. The instructor reserves the right to make changes in content and schedule as necessary to promote the best education experience possible within existing conditions.

**ADA STATEMENT:**
Kilgore College is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you choose to request accommodations for a documented disability which may impact your performance, attendance, or grades in this course, you must first register with the Office of Disability Services. Please note that classroom accommodations cannot be provided prior to your instructor’s receipt of an accommodation letter from the Office of Disability Services. For more information about accommodations, please contact the Disability Services office on the second floor of the Devall Student Center: (903) 983-8206.

**COURSE OUTLINE:**

(30 Total Lab Hours due for class)

*Unit 1*  
Chapters 1, 2, 3, 4 & 5  
Assignments: Lab Experience 1, 2, 3, 4  
Critical Thinking #1  
Discussion #1  
Begin Child Study Project

*Unit 2*  
Chapters 6, 7, 8 & 9  
Assignments: Unit 1 Test  
Lab Experiences 5, 6, 7, 8  
Critical Thinking #2

*Unit 3*  
Chapters 10, 11, 12 & 13  
Assignments: Unit 2 Test  
Lab Experience 9  
Discussion #2  
Child Study Project Due

*Unit 4*  
Chapters 14 & 15  
Assignments: Unit 3 Test  
Lab Experiences 10  
Critical Thinking #3  
Study for final Exam  
Upload Field Experience Hours

**Final Exam**

**DISCLAIMER:**

As instructor, I reserve the right to amend and/or modify this syllabus as necessary to promote the best education possible within prevailing conditions affecting this course. Each semester, students will be given an opportunity to evaluate the instructor and the course.