

**CD 111 Child Guidance and Communication
SAMPLE Syllabus**

3 Units

Section

Course Dates:

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*** Please contact me through email. I check it daily during the week, so you will receive a timely response.**

Catalog Description:

Introduction to the study of developmentally appropriate child guidance skills. Emphasis will be on communicating effectively with children, guiding children of varying ages, promoting self control, and enhancing self esteem.

Course Goals:

- Recognize effective communication skills including helping children deal with their feelings, engaging children's cooperation, praise and freeing children from playing roles.
- Evaluate appropriate guidance techniques for children of different developmental levels.
- Relate developmental theories to the enhancement of self esteem and self control by using appropriate guidance techniques.
- Relate guidance skills to children with special problems such as special needs or those experiencing a divorce in the family.
- Apply theoretical and practical material from class and texts in a child study or report.

Required Materials:

Miller, D. (2009), Positive Child Guidance, 6th Edition

 | ISBN-13: 978-1-4180-3092-6

Faber, A. & Mazlish, E. (1995), How To Talk So Kids Can Learn at Home and in School

 | ISBN 0-684-82472-8

Internet Access and Reliable, Consistent, Computer Access

 For Technical assistance contact: http://www.saddleback.edu/itc/user/bb_students.html

Distance Education Office: 949-582-4515

Campus ITC: 949-582-4397

Syllabus Disclaimer

This syllabus constitutes a contract between the instructor of this course and the student enrolled in the course.

The student's decision to attend/participate in the class denotes:

- Acceptance of this syllabus and its policies
- Acceptance of the expectations of this course as outlined in this syllabus
- Acceptance of the grading policies, procedures, and point totals specific to each letter grade in the course
- The student's understanding that it is their responsibility to read all assignments, complete all assignments, and turn in all assignments by the designated due dates

Assignments for this course consist of:

Discussion Postings & Short Activities	
Internet (Web) Assignments	
Papers Observation Theme	
Exams	
Total	

COURSE GRADING CRITERIA

Please Note:

- **There is no Extra Credit offered in this course. Please turn your work in on time and study!!**
- The total amount of points possible in this course is listed in the box above next to "Total". This is the amount of points on which your final grade is based, NOT any point totals on Blackboard.
- **No make-up exams are given. Each exam will each be open during a period as per the Course Calendar. You MUST access exams when given, so please mark your schedules accordingly.**
- Students are graded on points earned only, no curve or percentages. Your points for assignments and exams will be added on an ongoing basis online so you may always access your grades to find out the amount of points you have at any given time. I enjoy giving good grades, however, the point system is very objective and I cannot "add a point or two" at the end of the class to give you a better grade, so if a good grade is important to you, please be prepared to work for it.
- **If you do not complete the first week of activities, you will be dropped from the class. After that it is the responsibility of the student to drop; however, the instructor may drop a student who is inactive for longer than a two week period.**
- All work for this class must be original and adhere to the assignment directions. Deductions will be taken based on any percentage of plagiarism, and/or failure to follow the assignment guidelines.
- **Silence your cell phones during class. Phones/electronic devices are not allowed during exams.**

Grading, Announcements, Assignments, Attendance, and Additional Policies

Grade Book

- **It is the student's responsibility to check their grades on Blackboard on an ongoing basis.** Questions or concerns regarding a grade on a specific assignment or test, or a missing grade, need to be addressed no later than three weeks after the due date of that assignment. After that the grade stands as is. Please do not wait until the end of the course to inquire about a grade or missing assignment, as it will be too late. Also, don't wait until the end of the course if you have concerns about your academic performance. Address it early in the semester, when there is still time to discuss it.

You will be able to check your grades by going to the "Grades" area.

- You will see either an equals sign (=), a blank (), or an exclamation point (!) until I post your score- most are not posted automatically. If you see a padlock symbol for an exam that means something went wrong with your submission, or you chose "save" rather than submit. Email me immediately for assistance. Grades are usually updated by the following week.
- **Late written assignments are accepted with the following deductions** – 10% within the first week past due, 20% (second week) 40% (third week) 60% (fourth week) 80% (fifth week) and then the work will receive a zero. **The deduction will be taken as of the date the second submission of the dual submission process is received.** All observation papers are dual submission assignments. This means you must submit them to both Turnitin online and get the hard copy to me by the due date or they will be counted as late. Discussion postings and other assignments are due during the week they are assigned and are NOT accepted late. **Nothing will be accepted after the ending date of the course.**
- **Save a copy of all of your work on a jump drive or CD** so that if something happens to your computer or an assignment does not reach me, you will still be able to turn your work in. "My computer froze" or "my internet connection was down" are not acceptable excuses for late or missing work. **I will keep all work for three weeks** following the due date of the assignment and then will dispose of it. As stated above, please address any questions regarding the assignment during that time and then the grade will stand as is.

Feedback on assignments will be given in several ways:

Via a discussion response (either an overall class response or individual responses on the discussion board), in the grade book in the instructor comment area or mailed back to you on papers submitted in hard copy. Only exam grades are automatically posted. I try to complete grading as quickly as I can. Please wait at least one week **after** assignments are due before inquiring about grades.

Announcements, Weekly Assignment Folders, Assignments, and Exams

- The **Announcement** board comes up each time you log-in. Make sure to read all new posting and check "View All". Additional course, exam or assignment information may be posted there.
- On Tuesday mornings @ 6am your assignment folder becomes available under "Assignments". In each folder you will find your readings and other assignments. **These folders are only open and available for the week assigned - assignments are due before the folder closes (11:45pm on Mondays).**

- Late papers are accepted with the following deductions – 20% the first week past the due date and 40% the second week past the due date. **Assignments which are more than two weeks late will not be accepted.** The deduction will be taken as of the date the second submission for each assignment is received. **Be sure you submit your observation papers to Turnitin on time, and that you have the correct postage on your mailed observation papers and mail them on time. Incorrect postage or a paper getting lost in the mail will not be accepted as excuses for late papers. All Observation papers are dual submission assignments. This means you must submit to both Turnitin and get the hard copy to me by the date noted or it will be counted as late. Turnitin only accepts document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.** Discussion postings and online assignments must be completed the week they are assigned. Nothing will be accepted after the ending date of the course.
- It is not a requirement of this course that you submit work from your home computer, but it is a requirement that you submit work on time. **Save a copy of all of your work on a jump drive or CD** so that if something happens to your computer or an assignment does not reach me, you will still be able to turn your work in. “My computer froze” or “my internet connection was down” are not acceptable excuses for late or missing work. I will keep all work for three weeks following the due date of the assignment and then will dispose of it. As stated above, please address any questions regarding the assignment during that time and then the grade will stand as is.
- **Exams will only be available during the times listed in the course calendar.** They must be accessed during these times. There are no make-up exams.
- If you will be traveling during the semester, make sure you know where there will be Internet access BEFORE YOU GO as I expect you to always be able to find a connection and I do not make work available early or extend dates. “I was out of town” is not an acceptable excuse for late or missing work.
- All work is to be original. If you have taken this course before, you cannot submit previous work.
- **Writing for this course is to be done at an academic level. While it is easy to slip into “text message” style grammar especially when responding to discussion postings and emails,** please remember that all work is graded for appropriate use of language, spelling, and grammar. As per the course catalog, the Basic Skills Advisories for this course is eligibility for English 125 or 126.

Email

- I teach multiple courses so please - **PUT YOUR COURSE SECTION NUMBER IN THE SUBJECT LINE OF ALL EMAIL TO ME SO I KNOW WHAT CLASS YOU ARE REFERENCING.** Also, **be sure and include your full name in each email.**
- Please write all email to me in non-texting language. Use complete sentences, punctuation and capital letters. It takes too much time to decipher long, run-on paragraphs.
- Students are responsible for all material sent to their student email account. Students should regularly check their student email or have it forwarded to an email address you do check often.
- Please include your full name in all email to me. Surfchick200@yahoo.com or toocute@earthlink.net are difficult for me to match up with student names.
- If you have gotten married or changed your name, please make sure that your enrolled name, your name on Blackboard, and your email name match. I have no way of knowing it is you if you are listed under multiple names. If you need to, include both names on everything submitted.
- I typically check my email at least daily if not more often, but sometimes things get busy. Please be patient and give me a day or two to get back to you. If you do not hear back from me within that timeframe, please email me again and gently ☺ remind me that you have emailed me previously.

Netiquette

- Just as respectful conversational techniques are expected in an on campus classroom, proper netiquette is important when taking an online class. Please be respectful of others thoughts, beliefs, and contributions. Remember that using the written word as we do in an online class can be difficult since we don't have facial expressions or body language to aid us in understanding your meaning.
- Writing – even in the discussion posts and in your emails to me – needs to be at college level. “Texting” language or inappropriate language is not acceptable. Good online resources for you to check out are: <http://www.albion.com/netiquette/>
<http://www.chirpingbird.com/netpets/html/computer/emoticon.html>

Special Services

If you have a disability and require accommodations, please discuss your academic adjustment needs with me as soon as possible. Please contact the Special Services department for information at 582-4885 or in person in SSC 113. You may also visit their web page at <http://www.saddleback.edu/SS/couns/dsps/>

Saddleback Student Handbook

- Please read about student services, student responsibilities, expectations for behavior, and academic integrity at this link or by picking up a hard copy in the Social and Behavioral Sciences Division Office. **Students are expected to adhere to the academic honor code in the Saddleback College Student Handbook.** <http://www.saddleback.cc.ca.us/media/pdf/handbook.pdf>

Discussion Forums

Discussion board assignments are an important part of this online class. Instructions for each discussion board assignment will be listed in your weekly assignment folder. After reading the instructions, you will find access to the actual discussion board (where you will submit your posts) under "Discussion Board" on the main menu. Click on "Discussion Board" and then click on the assigned topic of the week. It is the student's responsibility to participate in, and complete on time, these discussion boards as part of their course requirements. The student is responsible for at least 3 posts per assignment (one original post, and at least 2 replies).

- Please try to submit your original posting early in the week to allow for responses.
- **You cannot earn full credit with less than 3 posts, or on less than 2 different days. You need to submit one original posting (addressing the question or assignment of the week) and at least two postings responding to your classmate's postings, on at least two different days during the week to have the possibility of receiving full credit. This can be done in any order.**
- Late discussion postings are not accepted.
- Writing needs to be at college level. Texting language is not acceptable.
- Follow all directions and answer all parts of the assignment.
- You can post as many 'I agree' or 'great idea', type statements as you like, but **these will not count for points.** Reply points will be earned by either following the specific directions for that particular discussion, by adding a constructive idea or posing an open ended question to the author, including helpful links when you quote from other outside sources, and/or by bringing in related prior knowledge (work experience, prior coursework, readings, etc.)
- **Please be respectful of your classmate's opinions. Use of improper language or lack of respect for opinions or the subject matter will not be tolerated and will automatically receive a zero.**

Discussions will be graded using the following general criteria and also specific criteria listed with each assignment:

Not Satisfactory	Satisfactory	Outstanding
<ul style="list-style-type: none">▪ No Original Postings (Replies do not count as original)▪ Rambling or unorganized thoughts▪ Lack respectful consideration of classmates opinions▪ Grammar and spelling errors detract from expression of thought▪ Use of IM grammar▪ Incomplete response	<ul style="list-style-type: none">▪ Original posting with at least 2 appropriate replies to classmates.▪ Includes all information asked for▪ Postings done on only one day of the week, or clustered at the beginning or end▪ First posting of the week done after noon on Saturday▪ Demonstrates appropriate writing skills	<ul style="list-style-type: none">▪ Original posting contributes to overall learning and knowledge of the class. May include links to additional resources on the topic.▪ Replies expand upon classmates contributions.▪ Succinct and to the point▪ Demonstrates appropriate writing skills▪ Three or more postings with the first one being done early in the week to allow for responses