

## **Child Development – FACS 191 online Western Kentucky University**

### **INSTRUCTOR**

**Ms. Susannah Dickman**

Phone: 812-401-0289

Email: [susannah.dickman@wku.edu](mailto:susannah.dickman@wku.edu) (best way to contact me)

### **COURSE DESCRIPTION AND OBJECTIVES**

**Course Description:** Child development involves the study of the prenatal and postnatal factors which influence the physical, cognitive, communicative, and social-emotional development of children. Implications and applications of concepts learned are stressed.

#### **Course Rationale:**

The early childhood educator needs a solid understanding of all five domains of child development and how these domains are interrelated and interdependent to provide for the needs of young children in a developmentally appropriate environment.

#### **Course Objectives:**

When you have completed this course, you will be able to:

1. Define the principle concepts of child development,
2. Explain pre-, peri-, and post-natal development and factors that impact that development,
3. Develop knowledge of typical and atypical development of cognition, communication, motor, social-emotional, and adaptive/self-help skills in young children,
4. Develop an understanding of cultural diverse, family centered child development, and
5. Begin to meet the performance-based standards for early childhood personnel.

#### **Course Outcomes:**

1. Through this class the students will observe children and recognize different developmental milestones for the children being observed (objectives 1, 3 and 5).
2. During the class, the students will complete weekly assignments including designing brochures about pre and post-natal (objectives 1, 2, 4 and 5).
3. Students will take and complete exams demonstrating their knowledge of child development (objectives 1, 2, 3 and 4).
4. Students will complete a critical paper that integrates knowledge acquired from readings, lecture and course work and apply this knowledge to the infants, toddlers and preschoolers observed during the semester (objectives 1, 3, 4 and 5).

### **REQUIRED TEXTS**

Berk, L. E & Meyers A. B. (2016). *Infants and children: Prenatal through middle childhood* (8<sup>th</sup> ed.). Boston, MA: Pearson.

You are responsible for obtaining your book by the beginning of the semester. They are required readings and all materials listed will be used during the semester.

***Additional articles for reading may be required. These articles will be posted on blackboard.***

#### **Other Resources:**

- ☐ Blackboard issues: **270-745-7000**
- ☐ **IF YOU CANNOT POST TO BLACKBOARD OR HAVE DIFFICULTY POSTING, CALL: 270-745-7000 (Information Technology)**
- ☐ **If you do not know ANYTHING about blackboard, training is provided at [wku.edu/it](http://wku.edu/it). You may also call the afore listed phone number for Information Technology.**

- ☐ I cannot teach you blackboard or assist you with blackboard problems. IT has been designed to assist you with that.

**METHOD OF INSTRUCTION:** This course will be conducted on the Internet and it will not meet in a classroom. Being self-motivated and able to work independently is important for success in this class.

1. Group discussion via online discussion board.
2. Independent reading in textbooks and supplemental material including internet sites requiring Adobe Reader and PowerPoint presentations.
3. Group and individual written projects submitted in Microsoft Word or designated forms.
4. Viewing of videos and audio on the internet.
5. Completion of weekly work/assignments.
6. Fifteen (15) clock hours of field experience in child assessment.
7. Creative student production to demonstrate knowledge.

**COURSE REQUIREMENTS:**

1. Regular use of a computer with internet access and a web browser.
2. Familiarity with surfing the internet, reading email and sending email.
3. An activated WKU email account that is checked daily (all email will be sent to a WKU email address and only to a WKU email address).
4. Access to Adobe Reader.
5. Ability to read PowerPoint slides.
6. Ability to view videos and audios on internet.
7. Ability to create videos and audio files and post them on the internet.
8. Actively participate in class via online activities.
9. Submit designated written assignments in Microsoft Word or other designated programs via Blackboard. Works and Word Perfect are NOT accepted.
10. Complete weekly online assignments.
11. Complete child checklists.
12. Complete online exams.
13. Participate in 15 hours of observation fieldwork.
14. Obtain any documentation required by facility for fieldwork, if appropriate.
15. Provide own transportation to conduct field work activities.
16. Maintain confidentiality of all information gathered about children and families through the field experience.
17. Maintain professionalism online by being respectful of comments by other students, never being rude, not using inappropriate language, or other such activity. Violation of this standard will lower your grade.

**EVALUATION**

Your grade for the course will be based on the assignments listed below. Class participation may be taken into account, as well as improvement over the semester. All exams and assignment boxes will open Friday evening for the start of each "week" as listed on the syllabus if not earlier.

**Materials containing plagiarism (see Academic Integrity Policy below) will NOT be graded and you will receive a "0" for the assignment. This means that you MUST reference all materials from other sources AND use quotation marks according to APA guidelines. Never use more than 2 direct quotes in any one assignment.**

**EXAMS.** Students' knowledge about child development will be evaluated through four exams. These exams will cover **all** readings and class material for the defined section of the class. The exam may include objective (e.g., fill-in-the-blank, multiple choice, short answer) and essay questions. There will be **NO MAKE-UP** exams except under **extreme** situations with proper documentation (e.g., doctor's note, funeral program) and **when I am notified in advance.**

**Observation Assignment:** During the semester you will be expected to observe children for 15 hours (more details will be posted later). When you observe you will be expected to keep a transcript of that what happens with one child. In addition to the transcript you need to write your personal thoughts about the play and interactions of the child highlighting different developmental elements that you observe.

**YOU are responsible for proof of completion of observation hours by submitting your record logs. Without these record logs I do not know if you have completed the hours or not. If you do not complete all 15 observation hours AND submitted the required materials, you will receive an "F" in the class.**

**Discussion Points/Weekly Assignments/Participation:** Throughout the semester a variety of assignments and participation activities will be given each week. These assignments cannot be made up if missed and no late work will be accepted. Quality of work will be graded and points will be lost if answers do not pertain to the topic and/or if they are not well thought out.

Some of these assignments will be on the discussion board. Your discussions points will be based on the interaction that you have on the discussion board. Topics will be posted on Monday of each week. Remember, these are to be quality responses that come from your own thoughts and are supported by your readings. A rubric explaining the discussion expectations will be posted.

**All original answers on discussions boards are due by 11:59 pm Wednesday of the week the question is assigned. Discussion responses to classmates are due by 11:59 pm Sunday of the week the discussion board is assigned.**

**All other weekly assignments are due by 11:59 pm Sunday.**

**Due dates for all materials for this class are listed on the FACS 191 Class Schedule.**

**Grading Procedures:** I grade on a percentage scale based on your total number of points compared to the total number of points available for the class as follows:

A = 100-90% B = 89-80% C = 79-70% D = 69-60% F = anything below 60%

Grade	Points
A	700-630
B	629-560
C	559-490
D	489-420
F	419-below

Item	Points Available
5 Exams	250 (50 points each)
Observations and Observation Writings	210
Weekly Observation Reflection Assignments 10 @ 10 points each	100
Discussion Boards 14 @ 10 points each	140

---

## **CLASS POLICIES**

1. **SYLLABUS POLICY:** The instructor reserves the right to modify this syllabus and post a revised copy on the web or disseminate the revision by email at her discretion.
2. **MAKE-UP POLICY:** **No** make-up work will be accepted for weekly assignments. Makeup work will **ONLY** be accepted for large assignments (critical papers, observation materials and tests) when the Instructor is contacted in advance and arrangements are made and only in extreme situations (e.g. family death, major illness, hospitalization).
3. **\*\*\*\*\*COMPUTER ISSUES POLICY:** Computer issues are not an acceptable excuse for work not submitted. However, I do understand that there can be Blackboard glitches that are out of your control. If you have a problem with Blackboard **you MUST call the WKU IT Helpdesk immediately** and obtain a receipt verifying the problem. **NO adjustments will be made due to computer issues will be made without a receipt sent directly to me from the IT Helpdesk.**
4. **DROP POLICY:** Current university policy applies. Non-attendance does not constitute a withdrawal. Students are not automatically dropped from classes at WKU.
5. **LATE ASSIGNMENT POLICY:** Late work for weekly assignments will **NOT** be accepted. Late exams will **NOT** be accepted.

Late work will only be accepted for the Observation Assignment. A 10% deduction will be taken for every day the paper is late. If you submit an assignment after the due time that counts as one day late and the deduction will be taken.

If you enroll late you will **NOT** be able to make up assignments with past due dates for credit.

6. **PROJECT SUBMISSION POLICY:** **NO** course work will be accepted **VIA EMAIL**. Any emails containing work will be deleted. Be certain to upload your work and projects in the correct assignment folder. **A 50% deduction will be taken for ALL materials uploaded in the incorrect location.** Once an assignment is submitted it is considered your final paper, even if it uploaded before the due date.

**\*\*\*\*\*Materials MUST be submitted either in .pdf, PowerPoint, Publisher, or Word. Other formats are not accepted and will NOT be graded. \*\*\*\*\***

7. **INCOMPLETE POLICY:** Incompletes will be granted only in very unusual circumstances and in cases in which the student is both already passing the course and has a reasonable possibility of completing the material.
8. **CLASSROOM CONDUCT POLICY:** Conduct for this class is the responsibility of the student to conform to conduct conducive to learning by being prepared, prompt, attentive, and courteous in the online classroom and by conforming to policies set by the teacher to maintain an academic decorum. Anything that is done to disrupt learning in either a classroom setting or online may result in a student being dismissed from that class session and receiving a "0" for participation points for that day. In an online classroom, crass and degrading comments will not be accepted. In the face-to-face classroom, this includes cell phones and other electronic devices. They may not be used during any class session.
9. **EMAIL ETIQUETTE:** Since email is a popular form of communication, it is important that respect and manners be demonstrated through email messages. The following should be part of any email to professors at WKU:
  - Include the course and section numbers in the subject line of **all** emails

- A greeting (Dear Ms., Etc.) For me, you would want to say "Dear Ms. Dickman"
- Clearly written paragraph(s) indicating the question or concern you have
- End the message (thanks, have a great day, best wishes, etc.)
- Be sure and type your name at the end!!

Emails that display hostile attitude, those that are inappropriate or those that contain rude messages will be returned to the student with no answer. Please be respectful of your colleagues and professors. In this class, you are looked upon by the Professor as both professionals and colleagues; respect will be given to you and is expected in return. I reserve the right to return emails that do not follow proper email etiquette requesting that you resend the email using proper procedure.

Any email requesting information that is contained in the syllabus or assignment descriptions can be answered stating, "This material is in the syllabus or assignment procedure. Please read the information before emailing. If you then have specific questions please send those to me after reading."

10. **INTELLECTUAL PROPERTY POLICY:** Words and ideas are the intellectual property of the individuals who originated them. Thus, **whenever you quote more than three words in sequence from any single source, you must enclose those words "in quotation marks". Cite in parentheses the author of the book or article, the year of publication, and the number of the page on which the words were written (e.g., van Zeijl et al., 2006, p. 995).** Include the complete citation of the source in your references at the end of your paper. Failure to follow these procedures will result in loss of points on any paper in which such failure occurs. It may also result in a grade of "F" for the course. Furthermore, failure to follow these procedures may be viewed as **PLAGIARISM** and, thus, a violation of university policies that pertain to academic integrity.
  11. **ACADEMIC INTEGRITY POLICY:** Western Kentucky University is committed to Academic Integrity. I expressly prohibit plagiarism and all other violations of academic integrity. According to *Webster's Third New International Dictionary*, **PLAGIARISM** may include (a) stealing or taking credit for another person's words or ideas and (b) failing to give credit to a source (c) reusing your work from a previous assignment in either this course or another course. Plagiarism is a serious offense and is considered an act of Academic Dishonesty. The academic work of a student must be his/her own. **THE INSTRUCTOR RESERVES THE RIGHT TO REPORT ACADEMIC INTEGRITY VIOLATIONS TO THE OFFICE OF THE DEAN OF STUDENT LIFE AND ASSIGN A GRADE OF "F" FOR THE ASSIGNMENT AND MAY RECEIVE AN "F" IN THE COURSE.** This includes **ANY** form of cheating and/or plagiarism. Assignments will be submitted using plagiarism detection software.
  12. **WRITING POLICY:** Writing assignments for this class must be consistent with the style of the *Publication Manual of the American Psychological Association*. All papers must be written in formal English: typed, correct grammar, word selection, spelling and punctuation. Errors in grammar, spelling and punctuation are unacceptable, because all university computer labs are equipped with software that includes "spell check" and "grammar check" options.
  13. **COURSE REPEAT POLICY:** If you are retaking this course for any reason, you may NOT use any work submitted during the previous attempt at the class. All graded materials submitted MUST be rewritten containing ALL NEW information. Any work "resubmitted" for the same assignment will be given a zero and you may fail the class due to self-plagiarism.
-

### **SPECIAL ACCOMODATIONS FOR STUDENTS**

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his or her disability and to notify the instructor and request verification of eligibility for accommodations. You may do so by contacting the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center. Phone: 270-745-5004

Please DO NOT request accommodations directly from the professor without a letter of accommodation from the Office for Student Disability Services.

### **WHERE TO GO FOR HELP**

Academic Advisor – All admitted students have an assigned academic advisor. Although it is true that only certain categories of student's need an advisor's signature or approval on class registration, all students benefit by conferring with their advisor on a regular basis.

**The Learning Center (TLC)** Should you require academic assistance with your WKU courses, The Learning Center (located in the Downing Student Union, 2141) provides free supplemental education programs for all currently enrolled WKU students. The Learning Center at Downing Student Union offers certified, one-on-one tutoring in over 200 subjects and eight academic skill areas by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area (with side rooms designated for peer-to-peer tutoring) and a computer lab to complete academic coursework. Please call TLC in the Downing Student Union at (270) 745-5065 for more information or to schedule a tutoring appointment. [www.wku.edu/tlc](http://www.wku.edu/tlc) WKU Center for Literacy Assistance

The WKU Center for Literacy is located in Gary A. Ransdell Hall 2066. At the Center for Literacy, students can receive assistance in developing strategies to help **reading/studying to learn** and **writing for evidence and argument**. The Center for Literacy offers both individual and small group sessions throughout the semester. More information about the WKU Center for Literacy can be found on the website: <http://www.wku.edu/literacycenter/>

### **FINAL NOTE**

The instructor reserves the right to change the syllabus as necessary. You are responsible for all changes to the syllabus and for all information presented during class, *regardless of whether or not you are currently participating in class*.

Please note, I respond to emails during work days between normal work hours (Monday through Friday from 9:00 am to 5:00 pm). If you send me an email at a time other than outside of normal work hours do not expect a response before the next work day and note that it may take up to two work days to receive a response.

If at any point during the semester you are concerned about your grade, you are encouraged to talk with me as soon as possible. If possible we can set up a time to meet in person or I will contact you by phone. Please sign and submit the syllabus agreement that is attached to the link on Blackboard.

I look forward to a great semester and a wonderful time of creative learning!!

**SYLLABUS AGREEMENT FORM**  
**Western Kentucky University**

I, \_\_\_\_\_, (print name) have reviewed the syllabus, course policies, and class schedule for FACS \_\_\_\_\_ during the semester of \_\_\_\_\_, \_\_\_\_\_ (semester and year) on \_\_\_\_\_, 20\_\_\_\_\_ (date) and understand the classroom policies, expectations, and rules as stated in the syllabus, course policies, and class schedule. By signing this form I agree both to comply with the policies outlined and accept the policies and expectations for this course.

The following documents have been reviewed (please initial each one)

\_\_\_\_\_ Syllabus

\_\_\_\_\_ Student Success (reviews late work, finals, grade appeals, attendance, backing up work, code of conduct, academic honesty, & consequences of cheating)

\_\_\_\_\_ Course Outline and/or Schedule

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**PLAGIARISM POLICY**

According to Random House Webster's Unabridged Dictionary, plagiarism is the unauthorized use of close imitation of the language and thought of another author and the representation of him or her as one's own original work (1479). It is against school policy to plagiarize. Therefore by signing this form, I, \_\_\_\_\_ (print name), understand that plagiarism is wrong. I also understand that if I choose to plagiarize, the steps outlined by Western Kentucky University policy will be taken.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

Please complete and upload on blackboard. The signatures on the form must be actual legal signatures and may not be typed or electronic.