

**Western Kentucky University
Applied Human Sciences
Course Syllabus
FACS 294 Assessment of Young Children
Fall 2023**

Course Information: FACS 294
3 Credit Hours
Web Course utilizing Blackboard

Instructor Information: Sherri Meyer, M.A.E.
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Office Hours

Office schedule varies but I am available by phone or email regularly. Office hours will be available on Monday evenings between the hours of 7:00 p.m. and 8:00 p.m. CST via Zoom and other appointments made by emailing or calling. Email is the best way to contact me for appointments. If calling and I am unavailable, please leave a message. When sending an email please include the course "FACS 294" in the subject line.

Course Description

This course provides an overview of the assessment process, preliminary assessment skills, and using assessment results in planning for guidance/instruction of young children. Roles of the family in the assessment process are emphasized. Practical experiences provided in a field setting; students are responsible for arranging their own transportation. Note: Permission of instructor may be required.

Prerequisites

Students must earn a C or above in the prerequisite.
FACS 191: Child Development

Colonade/General Education requirement course fills: NA

Required Text

You can purchase through any source you desire. This textbook may be in any format you wish.

Wortham, Sue. C. (2016). Assessment in Early Childhood Education, (8th Ed.). Upper Saddle River, New Jersey: Pearson, ISBN-10: 0-13-380291-4.

First Day Inclusive Access - Some or all required materials for this class are delivered through the First Day Inclusive Access program. The First Day program provides access to required materials automatically, typically through one or more links within Blackboard. If you receive access through some other means, your instructor can provide you details. For more information and FAQs go to customer care.bncollege.com.

While we do not recommend that you do so, you may choose to opt-out at any time within fourteen (14) days of the start of your class utilizing the First Day portal, and this is the only official way to opt-out. Keep in mind that you will be responsible for purchasing your course materials at the full retail price.

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

Other Resources:

- Blackboard issues: [270-745-7000](tel:270-745-7000)
- IF YOU CANNOT POST TO BLACKBOARD OR HAVE DIFFICULTY POSTING, CALL: 270-745-7000 (Information Technology)
- If you do not familiar with blackboard, training is provided at 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.

Course Objectives

1. Identify historical and philosophical perspectives of assessment
2. Understand that knowledge of assessment is a process
3. Demonstrate a sensitivity to diverse cultural and linguistic backgrounds
4. Reflect a family-centered philosophy in all aspects of assessment
5. Demonstrate developmentally appropriate assessment techniques particularly related to observation, child find, and screening
6. Read and explain assessment reports to families and colleagues
7. Explain the IFSP/IEP and transition process regarding the use of assessment
8. Understand and demonstrate professional behavior regarding child assessment.

Course Outcome

Students will:

- Develop a basic understanding of the assessment process,
- Develop preliminary assessment skills,
- Better understand how the results of assessment are linked to planning for guidance/instruction of young children.
- Better understand the roles of the family in the assessment process
- Experience 6 hours of required fieldwork, which is integrated into the class assignments.

Method of Instruction

This course will be conducted online via Blackboard and will not meet in a classroom. The instructor will schedule individual Zoom, or in-person meetings as needed with students outside of scheduled office hours. Students are encouraged to reach out with questions or help as needed. Being self-motivated and able to work independently is important for success in this class.

1. Group discussions in online discussion board and/or via Zoom.

2. Independent reading in textbooks and supplemental materials, including Internet sites requiring Adobe Reader and PowerPoint presentations.
3. Individual written projects submitted in Microsoft Word or designated forms.
4. Viewing of videos and audio on Internet.
5. Review and practice of selected child assessment tools.
6. Six (6) clock hours of field experience in child assessment.
7. Creative student production to demonstrate knowledge.

Course Requirements/Performance Expectations

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.
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 and post in Discussion Board.
8. Actively participate in virtual meetings via Zoom as needed.
9. Submit designated written assignments in Microsoft WORD (doc., docx. or rtf) or other designated programs via Blackboard. Works and Word Perfect are not accepted.
10. Complete weekly online quizzes over assigned reading, videos, and assessments during designated time frame.
11. Complete child checklist and screening/assessment.
12. Complete online final exam.
13. Participate in 6 hours of assessment field experience through specific assignments.
14. Obtain documentation required by instructor for fieldwork and any professional/facility as needed.
15. Identify professionals in the field who meet specific criteria and obtain their written permission for an interview, as assigned.
16. Identify children meeting specific criteria and obtain parental permission to conduct screening/assessment activities and interviews, as assigned.
17. Provide own transportation to conduct fieldwork activities.
18. Maintain confidentiality of all information gathered about children and families through the field experience during the semester and after semester is completed. This includes not using names of children and programs in conversations, in or out of class.
19. Maintain professionalism in person and online by being respectful of comments by other students, never being rude, not using inappropriate language, or other such activity. This includes but is not limited to appropriate dress during field work, appropriate language, confidentiality, etc. Violation of this standard will lower your grade.
20. Demonstrate ethical conduct by ensuring appropriate forms are completed and submitted. Ensure all forms contain the original signature of the parent or professional in the community.

It is the responsibility of the student to read all documents related to this course and follow the directions/guidance provided concerning assignments and exams.

Community Engagement

Students are responsible for locating appropriate community programs and families for field work. Instructor will provide guidance as requested.

Field Experience, Brief Description of Graded Assignments, and Factors considered in Grading

This class involves 6 hours of fieldwork. The student identifies and selects adults to interview. Students will identify children that meet specified criteria and plan for assessment activities to occur. Students will provide a presentation of the culmination of their interviews and field work experiences, sharing what has been learned throughout the semester. Transportation is the responsibility of the student. Early care and education facilities may require a criminal background check, TB skin test, health screening, confidentiality agreements, orientation, or other prerequisites to field work. Students are NOT required to provide any of the health and safety information to WKU for this course but must cooperate with any program for which they choose to do field work. Failure to meet the facility prerequisites is not a valid reason for not completing the fieldwork during the semester. Students will also explore screening and assessment tools and will plan to borrow this tool from a local resource. As a part of this field work, students will access child checklists and analyze them for reliability and validity and practice their use with children. An incomplete grade will not be given for failure to complete fieldwork required for final project. It is the responsibility of the student to obtain all written permission forms required to the instructor.

Each part of this field work is provided throughout the semester in stages to align with the content each week. Each assignment will be detailed and a rubric for grading considerations will be provided at the time each assignment is introduced. This is detailed in the Course Calendar where all work for the semester is provided.

Field work in this course will be different from other courses. This course will require interviews with professionals in your community, practicing screening and observational skills with a young child, interviewing a parent, and presenting a presentation as a final project of your interviews conducted and a wrap up of your learning throughout the semester. It is expected of students that these field hours are done on individual time and not part of any employment to focus on your field work goals.

Grades are assigned on a total point basis.

Grading Criteria and Information

Discussion/Participation	45 Points
Review of Ethics Statement	10 Points
Practice Administration of Tool	25 Points
Checklist Assignment	20 Points
Tool Scavenger Hunt	20 Points

Interview Reports	20 Points
Online Quizzes	95 Points
Creative Interview Presentation	100 Points
Comprehensive Final Exam	100 Points

Class Total: 435 points

Assignments are due on time and will not be accepted beyond the date or the hour when they are due. All assignments must be submitted on Blackboard or other electronic source specified. **Do Not email assignments** to the instructor. They will not be accepted if emailed and no credit will be earned.

Your individual grades earned are in the Gradebook in Blackboard. Grades are posted when assignments and quizzes are graded. Quizzes and exams taken online are automatically entered in the gradebook unless short answer or fill in the blank questions are in a quiz or exam. These will require the instructor to review each quiz/exam and award points. Once final grades are posted, grades will not be changed unless there is a computational error or other error on the part of the instructor.

Special Instructional Materials

Students taking this class will need to have access to a screening or assessment protocol. The program has a small number of screening and assessment instruments that can be checked out by local students. Students are encouraged to identify other locations where protocols may be checked out locally and for longer time periods. Please do not purchase a protocol as these are very expensive, but students should begin locating a screening or assessment protocol at the beginning of the semester.

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 and LATE ASSIGNMENT POLICY:** **No** make-up work will be accepted for weekly assignments. Makeup work will **ONLY** be accepted for large assignments (e.g. critical papers, presentation, observation materials and tests) when I am contacted in advance and arrangements are made and only in extreme situations (e.g. family death, major illness, hospitalization). This is the discretion of the instructor.

Late work for weekly assignments will **NOT** be accepted. Late exams will **NOT** be accepted except under extreme cases and with proper documentation and if instructor agreed to and made arrangements in advance.

Late work will only be accepted for major class papers or projects (e.g. fieldwork assignments). A 20% 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. It will be your responsibility to contact the instructor if you will be late with an assignment.

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

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.**

Please note- Blackboard apps do not provide a comprehensive Grade Center like the full-site and there are inconsistencies with the devices. The entire course is ONLY available on the full site. You may miss deadlines or complete assignments by misunderstanding the purpose of the apps and only using them. Be certain to check the full site for checking assignments, due dates, and grades. Blackboard submissions may be added in the Mobile App, but it is your responsibility to verify posting in the Full-Site. The apps are not comprehensive and are only a tool to supplement the Full-Site. Your final grade will be calculated using the point system provided in the syllabus.

4. **DROP POLICY:** Current university policy applies. Non-attendance does not constitute a withdrawal. Students are not automatically dropped from classes at WKU after the first week of class. Please educate yourself on the date for dropping a course. Failure to do work will result in a failing grade if you do not drop by the appropriate date.
5. **PROJECT SUBMISSION POLICY:** **NO** coursework will be accepted **VIA EMAIL**. Any emails containing work will not be accepted. 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 is uploaded before the due date.

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

6. **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.
7. **CLASSROOM CONDUCT POLICY:** Conduct for this class is the responsibility of the student to conform to conduct conducive to learning by being prepared, attentive, and courteous and by conforming to policies set by the teacher to maintain an academic decorum. Anything that is done to disrupt learning may

result in a student being dismissed from that weekly discussion or assignment and receiving a "0". In an online classroom, crass and degrading comments will not be accepted. Confidentiality of early childhood programs, families and children is a must and expected.

This course includes interviewing professionals and a parent in your community meeting the assignment criteria. You are also expected to dress accordingly and professionally. For example, please do not wear holes in jeans, writing on shirts, etc. Please do not use your cell phone while you are interviewing professionals or the parent or practicing using the screening tool. Receiving a complaint from your interviewee or parent about your dress or behavior will not be acceptable. Please ensure all documentation required for the fieldwork is obtained.

8. **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 Dr., Etc.) For me, you would want to say "Dear Sherri or Mrs. Meyer"
 - 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 instructor 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.

9. **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.
10. **ACADEMIC INTEGRITY POLICY** ([Process for Academic Dishonesty | Western Kentucky University \(wku.edu\)](#)):

Dishonesty: Such as cheating, plagiarism, misrepresenting oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited.

Academic Integrity: The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

Academic Dishonesty: Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Judicial Affairs for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure.

Plagiarism: To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Cheating: No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.

Other types of Academic Dishonesty: Other types of academic offenses, such as the theft or sale of tests, electronic transmission of test, test sharing, etc. will be reported to the Office of Judicial Affairs for disciplinary action.

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. Should I learn, after an assignment has been graded, that a student has cheated in any form, I reserve the right to change that specific assignment grade to a failing grade. The student will also fail the course.

11. **WRITING POLICY:** Writing assignments/presentation 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.

12. 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.

13. ATTENDANCE POLICY: Class Attendance for Online Courses: Class attendance is critical for success! Attendance policies not only apply to face-to-face classes, but they also apply to semester-based web classes.

- Registration in a course obligates the student to attend regularly. In a semester-based online class, this means signing into Blackboard for class review and/or participation at least once each week. While On Demand classes do not have an attendance policy, I recommend setting a calendar based on your goals and adhering to that calendar, as there are time limits for course completion.
- Students enrolled in FACS 294 online who, without previous arrangement with the instructor, fail to login to Blackboard during the first week of classes **will be** dropped from the course.
- Non-attendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and chose not to complete.
- Students wishing to change their schedule or add/drop a class, may do so during set time periods. Students enrolled in face-to-face, and term based web courses should follow the dates published in the [academic calendar](#). Those enrolled in On Demand courses should adhere to the [On Demand timeline](#).

Regular and Substantive Interaction in Online Courses:

The U.S. Department of Education requires that distance education courses include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Weekly optional synchronous sessions (office hours in evenings via Zoom),
- Weekly announcements, and
- Timely and detailed feedback on assignments provided within two weeks of due date for weekly module assignments and within three weeks for major projects.

Title IX/Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are

prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators or Michael Crowe, 270-745-5429. Please note that while you may report an incident of sex/gender-based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and MUST report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s [Counseling and Testing Center](#) at 270-745-3159.

Inclusion Statement:

Western Kentucky University (WKU) is committed to ensuring all members of our campus community have access to equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities. Consistent with our campus purpose statement and creed, this classroom will be a respectful space, welcoming all sexes, races, ages, national origins, ethnicities, gender identities/labels/expressions, intellectual and physical abilities, sexual orientations, faith/non-faith perspectives, income levels and socio-economic classes, political ideologies, educational backgrounds, primary languages, family statuses, military experiences, cognitive styles, and communication styles. If at any time during this course you are excluded or feel a sense of alienation from the course content, please feel free to contact me privately without fear of reprisal.

ADA Accommodation:

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodation directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Writing Center Assistance:

The Writing Center on the Bowling Green campus will have writing tutors available to offer advice to current WKU students on any stage of their writing projects. In-person tutoring is available in Cherry Hall 123 from 10-4 Monday through Friday and in the Cravens Commons (at the horseshoe-shaped reference desk) from 5-9 on Sunday through Thursday evenings. WKU students may also request feedback on their writing via email or arrange a real-time Zoom conference to discuss a paper. See instructions and how-to videos on the website (www.wku.edu/writingcenter) for making appointments. Walk-in feedback is available unless we are booked up. Students may also get short writing questions answered via email; just put “Quick question” in the subject line to (writingcenter@wku.edu).

The WKU START Centers will be offering writing tutoring sessions via Zoom as well as in person in their Glasgow and Elizabethtown locations. More information on how to make appointments and what to expect from your appointment will continue to be posted at (<https://www.wku.edu/startcenter/>).

The Learning Center Peer Tutoring Services

The Learning Center (TLC) provides free tutoring services that empower students to achieve academic success. Trained peer tutors are available to review course content, answer questions, and demonstrate effective study strategies. TLC offers individual appointments and group sessions (PASS) for hundreds of undergraduate courses. For more information or to make an appointment, visit www.wku.edu/tlc.

Withdrawal from the University

For various reasons it is occasionally necessary for a student to withdraw from the University. Prior to the midpoint of the semester, students may use TopNet to withdraw. After the midpoint of the semester, the student should report to the Office of the Registrar to initiate withdrawal procedures. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which they are enrolled and endanger their future status in the institution. Students withdrawing after the midpoint of the semester, a bi-term or comparable period during the summer session must consult with their professors as to the withdrawal grade. The official date of the withdrawal is the date the withdrawal is processed on TopNet or the written notice is received in the Office of the Registrar. Students wishing to return to WKU later must apply for readmission prior to the deadline for submitting applications.

If at any point during the semester you are concerned about your grade, you are encouraged to talk with me as soon as possible.

NAEYC Professional Standards:

Standard 2. Building Family and Community Relationships

- 2a. knowing about and understanding diverse family and community characteristics

Standard 3. Observing, Documenting, and Assessing to Support Young Children and Families

- 3a. understanding the goals, benefits, and uses of assessment- including its use in development of appropriate goals, curriculum, and teaching strategies for young children
- 3b. knowing about and using observation, documentation, and other appropriate assessment tools and approaches, including the use of technology in documentation, assessment and data collection
- 3c. understanding and practicing responsible assessment to promote positive outcomes for each child
- 3d. knowing about assessment partnerships with families and with professional colleagues to build effective learning environments

Standard 6. Becoming a Professional

- 6b. knowing about and upholding ethical standards and other early childhood professional guidelines
- 6c: Engaging in continuous, collaborative learning to inform practice

Supportive Skills

- SS2: Mastering and applying foundational concepts from general education

- SS3: Written and verbal skills
- SS4: Making connections between prior knowledge/ experience and new learning
- SS5: Identifying and using professional resources

The instructor reserves the right to make changes or modify the course as deemed appropriate or necessary.