

**Western Kentucky University
Department of Applied Human Science
Child Development – FACS 191 online
Fall 2024**

Course Information: FACS 191
3 Credit Hours
Web Course utilizing Blackboard

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

Office schedule will be via Zoom each Monday evening from 6:00 p.m. – 7:00 p.m. CST. I am available by phone or email regularly. Additional appointments for office visits can be 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 191” in the subject line.

COURSE DESCRIPTION AND OBJECTIVES

Course Description: Study of the prenatal and postnatal factors that influence the physical, cognitive, language, social and emotional development of children. Implications and applications of concepts learned are stressed. Practical experiences provided in a field setting; students are responsible for arranging their own transportation.

Colonade/General Education requirement course fills: NA

REQUIRED TEXTS

Berk, L. E. (2023). *Infants and children: Prenatal through middle childhood* (9th ed.). London, United Kingdom (Sage). ISBN: 978-1-0718-9511-5

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 with 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
- 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 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.

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 culturally diverse, family-centered child development, and
5. Begin to meet the performance-based standards for early childhood personnel.

Course Outcomes:

Through this class the students will observe children and recognize different developmental milestones for the children being observed (objectives 1, 3 and 5).

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

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 videos and audio on the internet.
5. Review and practice of selected assessment tools.
6. Nine (9) clock hours of field experience in child development.
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 the 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 observations.
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.

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 resources for field work. Instructor will provide guidance as requested.

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

TESTS: Students' knowledge about child development will be evaluated through four tests. These tests will cover **all** readings and class material for the defined

section of the class. The test may include objective (e.g., fill-in-the-blank, multiple choice, short answer) and essay questions.

Observation Assignment: During the semester you will be expected to observe children for 9 hours (more details will be posted later). When you observe you will be expected to keep a transcript of 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 9 observation hours AND submitted the required materials, you will receive an “F” in the class.

All observation materials are due by midnight CST Sunday of the week the materials are due.

Discussion Points and Weekly Assignments: 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.

During the semester you will have the opportunity to earn up to 220 points through weekly assignments, discussion boards, and extra credit.

Due dates for all materials for this class are listed on the FACS 191 Course Calendar.

EVALUATION

Your grade for the course will be based on the assignments listed below. Class participation may be considered, as well as improvement over the semester. All exams and assignment folders will open at 8:00 am CST Monday for the start of each “week” as listed on the syllabus and will close at midnight CST the following Sunday.

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

- A = 522 – 580 points
- B = 464 – 521 points
- C = 406 – 463 points
- D = 348 – 405 points
- F = 347 points or fewer

4 Exams	200 (50 points each)
Observation Assignment	200
Discussion Points	90
Weekly Assignments	90
Total Points:	580

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.

CLASS POLICIES

- 1. SYLLABUS POLICY:** The instructor reserves the right to modify this syllabus and post a revised copy in Blackboard 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 in extreme cases and with proper documentation and if instructor agreed to and arrangements are made 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 and at times, internet outages, 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 fieldwork in early childhood settings. You must share with the instructor your fieldwork locations to ensure these settings meet the class requirements. You are also expected to dress accordingly and professionally. The early childhood setting you will be spending time in may have a dress code. Please ensure you follow it. For example, no

holes in jeans, closed toe shoes, no writing on shirts, etc. Please do not use your cell phone while observing children. Receiving a complaint from your early childhood setting 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 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 191 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 three 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 11-4 Monday through Friday and in the Cravens Library (at the horseshoe-shaped reference desk) 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.

Incomplete:

A grade of "X" (incomplete) is given only **when a relatively small amount of work is not completed** because of illness or other reason satisfactory to the professor. A grade of "X" received by an undergraduate student will automatically become an "F" unless removed within twelve (12) weeks of the next full term (summer term excluded.) An incomplete must be removed within this twelve-week period regardless of whether the student is registered for additional work in the next term. A grade of "X" received by a graduate student, with the exception of thesis courses or similar projects, will automatically become an "F" unless removed within twelve (12) weeks of the next full term (summer term excluded). A student should work with the professor who assigned the incomplete on an independent basis in order to complete the necessary assignments. The grade of "X" will continue to appear as the initial grade on the student's transcript, along with the revised grade. A grade of incomplete is not used under any circumstances as a substitute for "F" or "W."

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.

National Association for the Education of Young Children (NAEYC)

Standards: Below are a list of the NAEYC Standards and Key Elements Covered in FACS 191.

Standard 1: Child Development

- 1a. knowing and understanding young children's characteristics and needs from birth through age 8
- 1b. knowing and understanding the multiple influences on early development and learning.

Standard 2: Family and Community Relationships

- 2a. knowing about and understanding diverse family and community characteristics
- 2c. involving families and communities in young children's development and learning.

Standard 3: Observing, Documenting and Assessing

- 3c. understanding and practicing responsible assessment to promote positive outcomes for each child, including the use of assistive technology for children with disabilities.

Standard 4: Using Developmentally Effective Approaches

- 4a. understanding positive relationships and supportive interactions as the foundation of their work with young children

Standard 6: Professionalism

- 6a. identifying and involving oneself with the early childhood field.
- 6b. knowing about and upholding ethical standards and other early childhood professional guidelines.

Standard 7: Early Childhood Field Experiences

- 7a. opportunities to observe and practice in at least two (2) of the three (3) main types of early childhood age groups (b-3, 3-5, 5-8).

The instructor reserves the right to ask any student to leave class if that student's behavior interferes with the learning process. This may result in a loss of points. The instructor reserves the right to make changes or modify the course as deemed appropriate or necessary.

SYLLABUS AGREEMENT FORM
Western Kentucky University

I, _____, (print name) have reviewed the syllabus, course policies, and class schedule for FACS 191 during the Fall 2024 semester of on _____, 2024 (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 or email to the instructor. The signatures on the form must be actual legal signatures and may not be typed or electronic.