Instructor Contact Information
Instructor Name/Title: Penny Smith/Program Coordinator/Instructor

Email Address: psmith0091@kctcs.edu
Phone Number: 606-487-3160
Office Location: JCC Room 256, Hazard Campus
Office Hours: By Appointment

If you email me, please expect a 24-48 hour response time through the week. If you email me over a weekend, response may not occur until the following business day (Monday). Assignments are graded within one week of due date.

Course Information
Course Description
Presents the types of exceptionalities that occur in the development of children with an emphasis on state and federal laws that impact services. Introduces assessment, referral processes and sources, education plans, family service plans, center-based and home-based care, adaptations and assistive technology, and ethical considerations. Includes ten (10) hours of required field experience, which may be waived by the IECE program coordinator if the student is concurrently enrolled in IEC 190 or IEC 291.

Prerequisites: IEC 180 or permission of IECE program coordinator.

Start Date: 6/3/2019
Midterm: 6/24/2019
End Date: 7/14/2019

Textbook Information and Supplies

IMPORTANT: You do not need to purchase a textbook from the bookstore for this course. The textbook is available in the course as an ebook-Cengage Unlimited. This is a separate charge from tuition.

Other Requirements:
You MUST have a complete credential file that consists of a DCC 374 Background Check - $10.00; KSP Background Check - $20.00; TB Skin Test; signed Statement of Understanding; signed Release of Confidentiality; signed Confidentiality Statement; and signed Statement of Commitment. Your credential file MUST be complete BEFORE completing Observation Field Hours. The course requires 10 Observation Field Hours and ALL hours MUST be completed to pass.

You MUST use Microsoft WORD to type and save your work. All HCTC/KCTCS Colleges have Microsoft Word on their computers. In addition, Office 365 Pro Plus is available FREE to all currently enrolled students at this link: https://hazard.kctcs.edu/current-students/student-resources/student_discounts.aspx

Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:
1. Discuss the state and federal laws affecting families and children with exceptionalities and their impact on early childhood education programs and services.
2. Describe appropriate strategies and techniques for collaborating with families of exceptional children.
3. Describe the various exceptionalities including giftedness and disabling conditions.
4. Identify various referral sources available in the community.
5. Describe the process of diagnosis, treatment, and education for children with exceptionalities.
6. Identify educator responsibilities for advocacy.
7. Develop an Individual Education Plan and an Individual Family Service Plan including plans for home-based intervention to determine the teacher’s role in implementation.
8. Identify methods and techniques of adapting curriculum to meet the needs of children with exceptionalities.
9. Discuss the theoretical, philosophical, and ethical justifications for serving and educating children with exceptionalities.
10. Analyze an Individual Education Plan and an Individual Family Service Plan to determine the teacher's role in implementation.
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11. Identify assistive technology that can be used to support instruction for young children with disabilities.
12. Discuss the importance of a trans-disciplinary approach in the development of the IFSP and related services for students with disabilities and their families.
13. Comply with ethical practices.

Course Structure, Evaluation, and Grading Methods

Grade Assessment: Each student begins the class with 0 points. To acquire points, students must attend (log on) and participate in each class, successfully complete all assignments and projects, and demonstrate knowledge on written assessments. Point guidelines will be adapted based on the progress of the class through the required material. Assignments are graded within one week of the due date if submitted on time.

Grading Methods/Items

<table>
<thead>
<tr>
<th>Course Item</th>
<th>Points</th>
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<tbody>
<tr>
<td>Syllabus Quiz/Discussion Board Intro. (No-Show Assign.)</td>
<td>5</td>
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<tr>
<td>Discussion Board Chapter 4 &amp; Video assignment ch.2</td>
<td>40</td>
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<tr>
<td>Case Studies 5x20</td>
<td>100</td>
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<tr>
<td>Chapter Assignments 19x10</td>
<td>190</td>
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<tr>
<td>Chapter Quizzes 19x10</td>
<td>190</td>
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<tr>
<td>Disability Power Point</td>
<td>100</td>
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<tr>
<td>Self-Care Assignment</td>
<td>75</td>
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<tr>
<td>Observations (Field Hours-10)</td>
<td>100</td>
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<tr>
<td><strong>Total Points Available &gt;&gt;&gt;&gt;&gt;&gt;</strong></td>
<td>800</td>
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Grading Scale
A = 90% of total points (720+)
B = 80% of total points (640-719)
C = 70% of total points (560-639)*
D = 60% of total points (480-559)
E = below 60% total points (479 or below)

*You must score a C or higher in all IEC courses.

See the Course Calendar on the last page of this syllabus.
You will also need access to high-speed internet. If you have ‘dial-up’ at home you may need to come to a local college campus, public library, or other facility with Internet access to complete your course work. NOT having access to high-speed internet will not be accepted as an excuse for not completing work.

Class Policies/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either opens at 11:00 or be closed. On days that HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.**, will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

General Class Make-up, Late Assignment Class Policy/Procedure
Learners will not be permitted to “make-up” exams or assignments. Students will have ample time to complete and submit exams and assignments on or before their due dates. Exam time frames will be posted on the course calendars and often announced through the course announcements. It is the responsibility of the student to
ensure they are checking the course site and due dates so exams/assignments are not missed. In case of extreme weather conditions, due dates will be adjusted (tornados, electrical outages, severe storms, etc).

**Attendance Class Policy/Procedure**
The attendance in this online course is monitored through your login to Blackboard and dates of assignment submissions. You should plan to login daily (weekdays) and complete assignments weekly adhering to due dates.

**Withdrawal Class Policy/Procedure**
A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record without instructor’s consent.

DO not ask for a W grade if you have not done any classwork all semester. The student MUST following the online procedures for withdrawal after midterm. This online procedure includes getting consent from the instructor.

**Accommodations Procedure**
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

**Appeals Process**
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

**Dean/Supervisor Contact Information**
Dean/Supervisor: Dr. Ella Strong
Office Location: Hazard Campus, Jolly Classroom Center, Room 230 B
Phone Number: 606-487-3208
Email Address: ella.strong@kctcs.edu

**Plagiarism**
You must submit your own work for a grade. You must not give or receive unauthorized aid on papers, reports, exams, quizzes, or other assignments. Submitting graded assignments that are not your original work or on which you have given or received unauthorized aid is cheating. If you have questions on what constitutes appropriate aid on your assignments, please consult with me. Words and ideas taken from any source must be carefully documented in your papers. The deliberate and unauthorized use of words and ideas from an unacknowledged source without appropriate documentation is plagiarism. If you have questions about how to document your assignments appropriately, please consult with me. Proven instances of cheating or plagiarism make you liable to a variety of penalties, including failure of the assignment, failure of the course, and/or expulsion.

**Inside/Outside Classroom Interaction:**
Since this is an online course, the majority of interaction will occur through emails, class messages, discussions, and Bb collaborate. Please remember sometimes the “personal” touch is lost when interacting online. Sometimes
A conversational tone is misunderstood and the reader interrupts the message differently than the intent of the sender. If in doubt, please contact the sender. Please be professional when sending messages. Use business standard words, punctuation, etc. Please refrain from using text-messaging jargon. For example, do not use U R for you are. Please spell everything out.

**Additional Syllabus Information:**
Review the [HCTC Website](http://www.hctc.edu) (Click Current Students > Academic Resources > Syllabus Information)

<table>
<thead>
<tr>
<th>Date/Week</th>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>June 3-8</td>
<td><strong>Syllabus Quiz</strong>&lt;br&gt;Read Chapter 1, power point, flashcards&lt;br&gt;Chapter 1 Quiz &amp; Matching Assignment</td>
<td>June 5&lt;br&gt;June 9</td>
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<tr>
<td></td>
<td>Read Chapter 2, power point, flashcards&lt;br&gt;Chapter 2 Quiz, Matching Assignment, &amp; Video Assignment</td>
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<td>Read Chapter 3, power point, flashcards&lt;br&gt;Chapter 3 Quiz, Matching Assignment &amp; Case Study Assignment</td>
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<td>June 10-15</td>
<td>Read Chapter 4, power point, flashcards&lt;br&gt;Chapter 4 Quiz, Matching Assignment &amp; Discussion Board</td>
<td>June 16</td>
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<td>Read Chapters 5, 6, 7 power points, flashcards&lt;br&gt;Chapters 5, 6, 7 Quizzes &amp; Matching Assignments</td>
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<tr>
<td>June 17-22</td>
<td>Read Chapters 8, 9, 10 power point, flashcards&lt;br&gt;Chapter 8, 9, 10 Quizzes, Matching Assignment &amp; Case Study</td>
<td>June 23</td>
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<td>June 24</td>
<td>Last Day to Withdraw</td>
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<td>June 24-29</td>
<td>Read Chapters 11, 12, 13 power point, flashcards&lt;br&gt;Chapters 11, 12, 13 Quizzes, Matching Assignments</td>
<td>June 30</td>
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<tr>
<td>July 1-6</td>
<td>Read Chapters 14, 15, 16 power point, flashcards&lt;br&gt;Chapters 14, 15, 16 Quizzes, Matching Assignment, &amp; Case Study Assignment, Teaching Self-Care Assignment</td>
<td>July 7</td>
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<tr>
<td>July 8-13</td>
<td>Read Chapters 17, 18, 19 power point, flashcards&lt;br&gt;Chapters 17, 18, &amp; 19 Quizzes &amp; Matching Assignments &amp; Case Study&lt;br&gt;Disability Power Point</td>
<td>July 14</td>
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