Instructor Contact Information
Instructor Name/Title: Penny Smith/Program Coordinator
Office Hours: by appointment only
Office Location: JCC 256 Hazard Campus
Phone Number: 606-487-3160
Email Address: psmith0091@kctcs.edu

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 the due date if submitted on time.

*All times are EST Eastern Standard Time/EDT Eastern Daylight Time

Course Information
Course Description
Provides the student with specialized knowledge, skills, and abilities for working with school age children.

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-Unlimited. You need to set up an account with Cengage and pay online. This is a separate charge from tuition.

Other Requirements:
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.
Hazard Community and Technical College
Course Syllabus

Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:
1. Discuss the societal shift from home to group school age care.
2. Explain the developmental needs of school age children and apply the strategies to individual and group care.
3. Describe current best practices for school age classroom management including conflict resolution.
4. Explore appropriate environments for school age child care.
5. Discuss a variety of curriculum approaches for school age child care.
6. Develop learning and recreational activities and experiences appropriate for school age children in group care.
7. Discuss collaboration strategies and techniques for the inclusion of the parents of school age children.
8. Discuss administrative strategies for operating school age care programs.

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 due date if submitted on time.

<table>
<thead>
<tr>
<th>Course Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz (No show assignment)</td>
<td>10</td>
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<tr>
<td>Chapter Homework</td>
<td>170</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>170</td>
</tr>
<tr>
<td>Videos and Discussions</td>
<td>150</td>
</tr>
<tr>
<td>After School Project</td>
<td>100</td>
</tr>
<tr>
<td>Summer Program Project</td>
<td>200</td>
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<tr>
<td><strong>Total Points Available &gt;&gt;&gt;&gt;&gt;&gt;</strong></td>
<td><strong>800</strong></td>
</tr>
</tbody>
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Grading Scale
A = 90% of total points (720-800)
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 less)

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. A phone is not a computer.

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.
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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 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](https://www.hctc.net): *(from HCTC Website Click Current Students > Academic Resources > Syllabus Information)*

<table>
<thead>
<tr>
<th>Week</th>
<th>Task</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>June 3-8</td>
<td>Syllabus Quiz&lt;br&gt;Chapters 1, 2, &amp; 3, Quizzes 1, 2, 3&lt;br&gt;Case Study</td>
<td>6/5/2019&lt;br&gt;6/9/2019</td>
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<tr>
<td>June 10-15</td>
<td>Chapters 4 &amp; 5, Quizzes 4 &amp; 5&lt;br&gt;Chapters 6 &amp; 7, Quizzes 6 &amp; 7</td>
<td>6/16/2019</td>
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<tr>
<td>June 17-22</td>
<td>Chapters 8 &amp; 9, Quizzes 8 &amp; 9 After School Project&lt;br&gt;Chapters 10 &amp; 11, Quizzes 10 &amp; 11&lt;br&gt;Discussion Board&lt;br&gt;Extra Credit(optional)</td>
<td>6/23/2019</td>
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<tr>
<td>Last Day to Drop 6/24</td>
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<tr>
<td>June 25-29</td>
<td>Chapters 12 &amp; 13, Quizzes 12 &amp; 13&lt;br&gt;Chapters 14 &amp; 15, Quizzes 14 &amp; 15, Discussion Board</td>
<td>6/30/2019</td>
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<tr>
<td>July 1-6</td>
<td>Chapters 16 &amp; 17, Quizzes 16 &amp; 17, Discussion Board&lt;br&gt;Extra Credit (optional)</td>
<td>7/7/2019</td>
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<tr>
<td>July 8-13</td>
<td>Summer Program Project Due</td>
<td>7/14/2019</td>
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