



## Effective Classroom Management: Guidance & Discipline Syllabus Summer 2024

### Course Information

Course Title: Effective Classroom Management: Guidance & Discipline

CRN: 30026

Course number with Section: EEC 1310 01

Course Description: This course is designed to help early childhood education educators in establishing positive classroom environments and programs. The course emphasizes guidance and discipline techniques to create a positive learning environment, to set limits and to evoke appropriate behaviors. This course also examines the role of families in creating an effective early childhood program, including communication techniques.

Course Location: Online

Course Day and Time: Asynchronous

Prerequisites: None

Corequisites: None

### Instructor Information

Name: Denise Callaway

Office Location: Building 13, Room 233

Office Hours: The instructor is available both on campus and online by appointment outside normal office hours, as needed.

- Monday on Main Campus – 10:00 am – 12:00 pm and 2:00 pm – 4:00 pm
- Tuesday on Perry Campus – 10:00 am – 12:00 pm and 2:00 pm – 4:00 pm
- Wednesday on Main Campus – 10:00 am – 12:00 pm

Phone Number: (850) 973-9449

Email: [CallawayD@nfc.edu](mailto:CallawayD@nfc.edu)

Instructor Response Time for Phone/Email: The instructor will respond within 24 hours during the Summer term work week (Monday-Thursday, 8am-4:30pm), unless there are extenuating circumstances.

Response Time for Posting Grades on D2L: Grades will be posted within 7 days after assignment deadlines. If you do not see a grade for your assignment by day 8, please contact your instructor.

Department Chair: David Dunkle

Department Chair Email: [DunkleD@nfc.edu](mailto:DunkleD@nfc.edu)

## Required Curriculum/Textbook and Course Materials

Required Textbook: No textbook is required for this course.

Required Course Materials/Supplies: Reading and other materials are available in D2L Course Content. If any other course resources are required, they will be available online and/or in the course content area.

Minimum Technological Requirements and Skills: Technologies required throughout the course include computer, printer, scanner, Microsoft Office and Adobe Acrobat. Technical skills required to succeed include use of email with attachments, use of scanner, creating documents using Microsoft Office, submitting course documents using D2L portal, downloading documents and saving for use, etc. Regular access to the Internet is required.

For textbook questions, please visit:

<https://customersupportcenter.highered.follett.com/hc/en-us>

## Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation: Points will be determined by performance on the following assignments and exams:

1. **Getting Started**

**Step 1 – MANDATORY Attendance Quiz – Active participation in the course will be verified by your submission of the Attendance Quiz.** Submitting the Attendance Quiz during the first week of class will verify your active participation and will prevent you from being dropped from the class for non-attendance.

**Step 2 –** Email your instructor from your NFC email account.

2. **Introduction Assignments (15 BONUS points)** – Completion of the following three assignments during Week 1 will earn Bonus Points: 1) Introduction Discussion Forum, 2)

Introduction Activity, and 3) Introduction Quiz. **BONUS POINTS WILL ONLY BE AWARDED DURING WEEK ONE.** Submit the Introduction Assignments during Week 1 to familiarize yourself with the course and D2L. Each assignment is worth 5 Bonus Points.

3. **Online Discussions (100 points)** – Participate in the four (4) online unit Discussion Forums for 25 points each. Participation in online discussions, related to the course modules, is required and includes an original post of 250 words minimum, 2 substantial responses (minimum of 100 words each), and reading all discussion forum posts. The discussions will be available 24 hours per day and are asynchronous; therefore, you may participate at any time and at various times during the duration of each forum. The Initial Post for each forum is due by Sunday, 11:59 pm of the opening week and the Response Posts are due by Sunday, 11:59 pm of the closing week. **Discussion Forums cannot be made up or submitted late.** Refer to the Discussion Forum Rubric for more information on grading.
4. **Weekly Activity (80 points)** – Submit 8 weekly activities as assigned to gain knowledge and insights through the course materials and discussions. Activities are due on Sunday of the week assigned. 10-points each.
5. **Projects (75 points)** – Complete three projects as assigned for 25 points each.
6. **Early Childhood Observation (100 points)** – Conduct a **mandatory minimum of 15 hours** of documented observations and Direct Work with young children in an approved early childhood program. Submit Site Selection, Permission Form, Hour Log, and an Observation Summary Essay
7. **Exam (100 points)** – A Final Exam worth 100 points will be given at the end of the course. The exam is a project based on course content from assigned readings, course materials, discussions, activities, and projects. The Exam will be available online via D2L Dropbox on Monday, June 24, 2024, at 12:00 am – Sunday, June 30, 2024, at 11:59 pm.

**Course Grade:** According to the Course Syllabus, there is a total of 455 points that can be earned during the course. The numerical grades will correspond to letter grades as follows:

410 – 455 points – (90-100%) – A

364 – 409 points – (80-89%) – B

319 – 363 points – (70-79%) – C

273 – 318 points – (60-69%) – D

Below 273 is Failing

Mid Term and/or Final Exam Information: This course does not have a Midterm Exam. The Final Exam will be administered online via D2L Dropbox. The final exam is a project and based on course content from assigned readings, course materials, discussions, activities, and projects. The Final Exam will be available online via D2L Dropbox, Monday, June 24, 2024, at 12:00 am – Sunday, June 30, 2024, at 11:59 pm. You will not be allowed to take the exam after the access date. A make-up or early final will only be given for extenuating circumstances, as determined by the instructor.

## Outcomes/Objectives

### GENERAL EDUCATION PROGRAM LEARNING OUTCOMES/OBJECTIVES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.

2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

## Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Demonstrate knowledge of the early childhood education profession.
2. Demonstrate knowledge of appropriate methods of guidance and classroom management.
3. Plan for, establish, and maintain a safe, clean, and healthy learning environment for three, four, and five-year-old preschool children.
4. Guide the cognitive, language, and literacy development of three-, four-, and five-year-old preschool children.

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1, 3	1, 2, 3	Identify strategies for child advocacy in early childhood education.
1, 2, 3, 4	2, 3, 4	Conduct observations of early childhood settings and analyze the use of developmentally appropriate guidance techniques.
2, 3, 4	1, 2, 3, 4	Demonstrate positive guidance techniques that foster the development of self-control.

## Course Content and Schedule

This schedule may be modified at the instructor's discretion due to time limitations or unforeseen circumstances. Major assignments and exams are listed below. It is important to check the D2L News **daily** for up-to-date information about the course. ***No changes will be made without notifying students via email and/or course News. Thus, it is in the student's best interest to regularly check their school email account and read course News Items in D2L.*** Each week typically begins on Mondays at 12:00 AM and ends on Sundays at 11:59 pm. The assignments due for each week must be completed within the given time frame. **Any exceptions are noted in the schedule below.**

WEEK	CLASS OBJECTIVE	
	Required Readings	Assignments
Week 1 May 6-12	Course Syllabus Syllabus Agreement/ Contract Field Experience Assignment Course Content – Week 1	<ul style="list-style-type: none"> <li>• Take Mandatory Attendance Quiz</li> <li>• Email your instructor</li> <li>• Introduction Assignments (Bonus Points)               <ul style="list-style-type: none"> <li>○ Introduction Discussion</li> <li>○ Introduction Assignment</li> <li>○ Introduction Quiz</li> </ul> </li> <li>• Discussion Forum 1 - Opens</li> <li>• Early Childhood Observation Site Selection</li> </ul>

		<ul style="list-style-type: none"> <li>• Early Childhood Observation Permission Form</li> <li>• Assignment 1</li> </ul>
Week 2 May 13-19	Course Content – Week 2	<ul style="list-style-type: none"> <li>• Discussion Forum 1 – Closes</li> <li>• Child Advocacy Project</li> <li>• Assignment 2</li> </ul>
Week 3 May 20-26	Course Content – Week 3	<ul style="list-style-type: none"> <li>• Discussion Forum 2 – Opens</li> <li>• Assignment 3</li> </ul>
Week 4 May 27-June 2	Course Content – Week 4	<ul style="list-style-type: none"> <li>• Discussion Forum 2 – Closes</li> <li>• Bullying Project</li> <li>• Assignment 4</li> </ul>
Week 5 June 3-9	Course Content – Week 5	<ul style="list-style-type: none"> <li>• Discussion Forum 3 – Opens</li> <li>• Assignment 5</li> </ul>
Week 6 June 10-16	Course Content – Week 6	<ul style="list-style-type: none"> <li>• Discussion Forum 3 – Closes</li> <li>• Assignment 6</li> <li>• Positive Behavioral Support Plan Project</li> </ul>
Week 7 June 17-23	Course Content – Week 7	<ul style="list-style-type: none"> <li>• Discussion Forum 4 – Opens</li> <li>• Assignment 7</li> </ul>
Week 8 June 24-30	Course Content – Week 8	<ul style="list-style-type: none"> <li>• Discussion Forum 4 – Closes</li> <li>• Assignment 8</li> <li>• Early Childhood Observation Hour Log</li> <li>• Early Childhood Observation Essay</li> </ul>
Monday, June 24, 2024, at 12:00 am – Sunday, June 30, 2024, at 11:59 pm	Final Exam	<b>Final Exam Project</b> <b>Available Online via D2L Dropbox</b>

### Early Alerts:

May 28<sup>th</sup> – 29<sup>th</sup>

## NFC Course Policy Statements

At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. To be considered as attending the online course, the student must log in to D2L and complete “Getting Started,” step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

This is an 8-week mini-mester course.

Assignments are submitted to Turnitin to review papers and projects for improper citation and/or plagiarism by comparing each student’s report against billions of internet pages that have been submitted to Turnitin in the past and thousands of academic sources. A *Similarity Report* is generated that details the areas of a student paper that may have been documented incorrectly or used improperly. Your submission should be less than 30% to indicate originality. If indicated, work should be cited using APA citation for this course.

Late assignments will only be accepted under extreme circumstances (i.e. death in immediate family, hospitalization, etc.) with instructor approval and documentation. If approved, the instructor may reduce the number of points available for accepted late assignments up to one-half of the total assigned points. Make-up exams and quizzes will only be allowed with instructor approval and documentation for extreme circumstances. Discussion boards cannot be made-up under any circumstances.

All assignments are to be typed using an easily readable font and saved as a Word document, Rich Text File or a .pdf file. **All course work must be submitted through the course website in the appropriate dropbox (as an attachment), discussion forum, and/or quiz/exam for grading. Submitted assignments that can't be opened by the instructor will receive a grade of "0".** APA citations are required for this course.

Assignments should be proofread carefully as only assignments with minimal errors will receive high scores.

**The instructor reserves the right to make changes and/or adjustments as necessary to better meet the needs of the students and classes, as well as to ensure academic success.**

## NFC Information and Policy Statements

### Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at [www.nfc.edu](http://www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://www.turnitin.com) to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

### Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

**If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance.** This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

### Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid

account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

### **Used Book Purchases**

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

### **Students/Visitors: Where to Park on Campus**

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

**Enforcement:** If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone  
6025 South SR 53  
Madison, FL 32340  
(850) 973-8546

### **Campus Security**

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

### **Library Services**

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

### Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at [library@nfc.edu](mailto:library@nfc.edu) or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

### Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

**Walk-in and by appointment services:** Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

### Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

### Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

### Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

**For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Brianna Kinsey at [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu) or (850) 973-9458.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu)
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu)



## Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

## Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

## Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or [paulkd@nfc.edu](mailto:paulkd@nfc.edu).

## Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email [equity@nfc.edu](mailto:equity@nfc.edu).

## Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.

- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

### **Vulnerable Persons Act**

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.

