ECED 4213 Guidance Strategies and Management Techniques for Young Children
West College of Education
Syllabus Fall 2023

Contact Information

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Instructor Response Policy

I check my email consistently during the days, Monday-Friday, however, usually will not check after 10:00 PM. I will check and respond to emails 2 times during the day on Saturdays. Sundays, I will check my email once and usually will not respond after 6:00 PM.

Please use my phillip.blacklock@msutexas.edu email as this is the email I check consistently. My goal is to respond to your questions within the same day, however, please allow for a 24-hour response time. Also, if you would like me to contact you by phone, please include your phone number and the best time(s) to call.

We will connect with each other through the following on-line tools:
MSU D2L, Flip, Google, Other Third-Party Software

Textbook & Instructional Materials
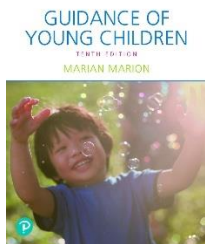
Marion, M. (2019). *Guidance of young children*. (10th ed.). Pearson Higher Education.

Course Description

This course introduces positive guidance strategies and management techniques/procedures appropriate for young children in early childhood and early care settings. The course will focus on theoretical approaches, developmentally appropriate guidance intervention strategies, communication, positive behavior support systems, and observational techniques.

Course Objectives/Learning Outcomes/Course Competencies

1. Identify theoretical approaches and developmentally appropriate interventions related to the guidance of young children (NAEYC 1).

2. Identify and apply knowledge and skills of developing positive relationships with young children and their families (NAEYC 1).

3. Explain and connect how developmentally appropriate curriculum related to young children's social, emotional, and physical development influences behavior, self-concept, autonomy, and conflict resolution of young children (NAEYC 2 and 3).

4. Demonstrate the ability to utilize a variety of modification techniques to allow for individualizing guidance of young children (NAEYC 3)

5. Explain and connect developmentally, culturally, and linguistically appropriate approaches to guidance that enhance young children's' learning and overall development (NAEYC 3).

6. Demonstrate use of assessment to make instructional decisions related to a child's social, emotional, and physical development (NAEYC 4).

See list of standards in D2L

Student Handbook

Refer to, Link: Student Handbook-2023-24

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). If a student plagiarizes an assignment, I will decide whether to let the student re-write the assignment or to give the student a 0 based upon the level of plagiarism.

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. *Therefore, AI-generated submissions **are not** permitted and will be treated as plagiarism.*

Additional guidelines on procedures in these matters may be found in the Office of Student Rights and Responsibilities, Link: Office of Student Rights and Responsibilities

Grading/Assessment

All written work must follow APA guidelines as specified in the 7th edition of the Publication Manual of the American Psychological Association (2020). All assignments will be submitted via D2L, Flip, Google or other third-party software most appropriate for demonstrating your understanding of learning objectives. Some assignments may also require other interaction on the Internet.

Table 1:

Points Allocated to each Assignment

Assignments	Points
Quizzes (8 quizzes at 30 points each)	240
Weekly Learning Experiences (WLEs) (40 points each week)	320
Window Notes (4 choices at 50 points each)	200
End of Course Reflective Product	240
Total Points	1000
Extra Mile Effort Points	100

Table 2:

Total Points for Final Grade

Grade	Points
A	896 to 1000
B	796 to 895
C	696 to 795
D	596 to 695
F	Less than 596

Quizzes

The quizzes are aligned to important content from each chapter explored during this course. The quizzes will open at the beginning of the semester and will close at the end of the 4th week and the end of the 8th week on Sunday at 11:59 PM. This means each student has the assigned 4 weeks to complete the first 4 quizzes and 8 weeks to complete the last 4 quizzes. This gives you more flexibility in completing the quizzes; however, you must effectively manage your time to successfully progress through the course. Each quiz consist of multiple-choice items, and are timed based on the number of items, and will allow for two attempts.

Weekly Learning Experiences

Weekly learning experiences (WLEs) will provide opportunities for students to interact with textbook and additional resources demonstrating a depth of learning required for understanding the concepts found in this course. The learning experiences include, but are not limited to, polls, discussion boards, journal entries, videos, individual, and products. The WLEs are due on Sunday evenings by 11:59 PM unless noted differently in the assignment due date schedule.

Window Notes

A Window Note is a tool you may use to reflect on and dig deeper into the readings associated with each textbook chapter we will explore during this course. The tool is a research-based strategy and will help you to walk away with a clear, conceptual, and applied meaning in a real-world context. During this course you will complete a Window Notes template for 4 textbook chapters you find most interesting. Your efforts are assessed by a rubric. The template is found in the D2L Important Course Materials-Note Taking section.

End of Course Reflective Product

The end of course reflective product will demonstrate the student's understanding of how to create a positive learning environment for young children positive learning environment for young children. The student will determine the appropriate environment based upon interest. The student will have the choice of delivering the product by way of written, video, or power point format (other formats may be considered based upon the approval of the professor). The end of course reflective product is scored using a rubric, due at the end of the semester, and uploaded through D2L.

Extra Mile Effort Points

Periodically throughout the course the professor will offer assignments for students to earn extra mile effort points. These assignments are offered at the professor's discretion and are not required to be completed by the student. The assignments will vary on point total while the total for all will not exceed 100 points. The students will submit responses through D2L, Google, or other formats based upon the intent of the assignment. When these assignments are offered, each are due by Sunday of the corresponding week at 11:59 PM unless additional time is needed to complete the effort.

Final Exam

This course has no final exam…sigh of relief!

Late Work

Late work is not accepted. However, at times extenuating events occur and require extending grace by the professor regarding a specific due date or time. The determination on whether to accept late work will be determined by the professor. If a late work pattern emerges then the student and professor will meet via Zoom to discuss ramifications of not completing work in a timely manner. Ramifications may include reduction in assignment scores and/or course grades.

Make Up Assignments/Tests

Weekly quizzes and course learning assignments are not made up. However, at times extenuating events occur and require the professor extending grace regarding a specific due date or time. The determination on whether to allow work and/or tests to be made up will be determined by the professor. If a pattern or deficient performance emerges, the student and professor will meet via Zoom to discuss ramifications of not completing assignments and/or tests. Ramifications may include reduction of assignment scores and/or course grades or any efforts on learning assignments or test efforts receiving zero points.

Attendance/Participation

Students are required to complete assignments within the timeframes established for each assignment. Attendance for this online course is determined by logins to D2L and timely completion of assignments.

Each student requires regular online participation. Please address discussions in a timely manner. Dialogue opportunities are part of this class; timely participation is an essential part of the grade.

Important Dates

First day for this course: August 28, 2023
Last day for this course: October 20, 2022; Grades due by noon, October 23, 2023

Deadline to file for December graduation: September 25, 2023
Last Day to drop with a grade of "W": September 27, 2023
Deadline to file for May graduation: October 2, 2023
Refer to: Drops, Withdrawals & Void

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties is not reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.***

Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet.

Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you connect to our online services. For help, log into D2L.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Helpful Hints for Using D2L at MSU

- Do not use Internet Explorer. Firefox, Chrome, or Safari work best. Most issues are browser related. Special Note: any document type assignment should be completed in any format expect for Apple pages. Apple Pages documents cannot be opened in the D2L and will result in delay in scoring assignments or a score of 0 points.
- If you encounter technical issues, submit an Online Problem Report (OPR) to Online Problem Reporting System. Please fill out the form correctly and completely. This form is not for asking course related questions, only reporting technical issues. You may also email Distance Learning at helpdesk@msutexas.edu.
- OPRs are answered until 10pm, seven days a week. After 10pm, it will be answered the next morning.
- If you have an exam due late at night, we recommend you take it early the first time. That way there will be someone available to assist.
- Do not take quizzes/exams on your phone. Use a computer. Occasionally phone exams do not submit.
- Remember technology is like Murphy's Law. If it can go wrong, it probably will. So be prepared.
- The Distance Education Staff are here to help make sure you have a successful semester.

Additional Instructor Class Policies

- "Turning in" all assignments is not enough to insure an "A" in the course. **Quality of work** turned in on time is the most important criterion for receiving an "A."

- Correct grammar, punctuation, and spelling are expected on all written assignments (although web discussions are not held to the high standard of a research project or other written assignment). All writing meets APA Style guidelines.

- Written assignments are in Microsoft Word or like software and turned in as an attachment on D2L or other platform described by the assignment. Apple created/saved documents, and email submission will not be accepted.

- Discussions are completed within the D2L discussion space and not uploaded as an attachment unless the discussion requires a visual or video. Proper netiquette described in the course content will be honored on all discussions.

- Due dates should be honored to receive the highest score.

- When referring to the ideas of others, works should be cited using the APA format.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

Additional University Policies
Campus Carry Rules/Policies
Refer to: Campus Carry Rules and Policies

Smoking/Tobacco Policy
College policy prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy
To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illicit drugs on university property or at university-sponsored activities.

Grade Appeal Process
Students who wish to appeal a grade should consult the Midwestern State University MSU Catalog

Notice
Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule

Week	Activities/Assignments/Assessments	Due Date
Course Week 1 8/28 to 9/3	**Weekly Learning Experience (WLE) 1** ➢ Part 1: Introduction Flip Video, Student Information Form ➢ Part 2: Chapter 1 – A Teacher's Role in Guiding Children Discussion Board; Quiz 1 ➢ Choice Window Notes (You are to complete 4 window notes throughout the course; therefore, you have the option of which ones you want to complete. Completing additional window note will not be used as extra effort; however, using the tool will help you think more deeply about the concepts in this course.)	✓ Part 1: Due by 8/31, 11:59 PM, Google and Flip Video ✓ Part 2: Due by 9/3, 11:59 PM, D2L Discussion Board ✓ Choice Window Notes, Chapter 1, Due by 9/3, 11:59 PM, D2L
Course Week 2 9/4 to 9/10	**Review Content:** ➢ Chapter 2 – Theoretical Foundations of Child Guidance ➢ Chapter 3 – Understand Child Development ➢ *Extra Mile Effort Points (EME) – Quiz Chapters 2/3* **WLE 2** ➢ Chapter 4 – Supportive Physical Environments: Indirect Guidance, Discussion Board; Quiz 2 ➢ Choice Window Notes, Chapter 4 ➢ Introduce End of Course Reflective Product	✓ WLE 2 Chapter 4 Physical Environments, Discussion Board, Due by 9/10, 11:59 PM, D2L ✓ Choice Window Notes, Chapter 2 or 3, Due by 9/10, 11:59 PM, D2L ✓ *Extra Mile Effort Points: Quiz Chapters 2/3* Due by 9/10, 11:59 PM, D2L
Course Week 3 9/11 to 9/17	**WLE 3** ➢ Chapter 5 – Positive Guidance and Discipline Strategies: Direct Guidance, Chart; Quiz 3 ➢ Choice Window Notes, Chapter 5 **Review Content:** ➢ Chapter 6 – Using Observation in Guiding Children ➢ *EME Points – Quiz Chapter 6*	✓ WLE 3 Chapter 5 – Positive Guidance and Discipline Strategies: Direct Guidance, Chart, Due by 9/17; 11:59 PM, D2L ✓ Choice Window Notes, Chapter 5, Due by 9/17, 11:59 PM, D2L ✓ *EME Points Quiz Chapter 6* Due by 9/17, 11:59 PM, D2L
Course Week 4 9/18 to 9/24	**WLE 4** ➢ Chapter 7 – Self Esteem and the Moral Self, Discussion Board; Quiz 4 ➢ Choice Window Notes, Chapter 7	✓ WLE 4 Chapter 7 – Self Esteem and the Moral Self, Discussion Board, Due by 9/18; 11:59 PM, D2L ✓ Choice Window Notes, Chapter 7, Due by 9/24, 11:59 PM, D2L

Week	Activities/Assignments/Assessments	Due Date
		✓ Quizzes 1-4, Due by 9/24, 11:59 PM, D2L
Course Week 5 9/25 to 10/1	**WLE 5** ➢ Chapter 8 – Feelings and Friends: Emotional and Social Competence, Discussion Board; Quiz 5 ➢ Choice Window Notes, Chapter 8	✓ WLE 5 Chapter 8 – Feelings and Friends: Emotional and Social Competence, Discussion Board, Due by 10/1; 11:59 PM, D2L ✓ Choice Window Notes, Chapter 8, Due by 10/1, 11:59 PM, D2L
Course Week 6 10/2 to 10/8	**WLE 6** ➢ Chapter 9 – Resilience and Stress in Childhood, Discussion Board; Quiz 6 ➢ Choice Window Notes, Chapter 9 ➢ End of Course Reflective Product	✓ WLE 6 Chapter 9 – Resilience and Stress in Childhood, Discussion Board, Due by 10/8; 11:59 PM, D2L ✓ Choice Window Notes, Chapter 9, Due by 10/8, 11:59 PM, D2L
Course Week 7 10/9 to 10/15	**WLE 7** ➢ Chapter 10 – Aggression and Bullying in Young Children Journal Entry; Quiz 7 ➢ Choice Window Notes, Chapter 10 ➢ End of Course Reflective Product	✓ WLE 7 Chapter 10 – Aggression and Bullying in Young Children Journal Entry, Due by 10/15; 11:59 PM, D2L ✓ Choice Window Notes, Chapter 10, Due by 10/15, 11:59 PM, D2L
Course Week 8 10/16 to 10/20	**WLE 8** ➢ Chapter 11 – Minimizing Challenging Behavior, Discussion Board, Quiz 8 ➢ Choice Window Notes, Chapter 11 ➢ Complete Efforts End of Course Reflective Product **Review Content:** ➢ Chapter 13 – Applying Your Knowledge: Use the Decision-Making Model of Child Guidance ➢ *EME Points – Quiz Chapter 13*	✓ WLE 8 Chapter 11 – Minimizing Challenging Behavior, Discussion Board, Due by 10/20; 11:59 PM, D2L ✓ Choice Window Notes, Chapter 11, Due by 10/20, 11:59 PM, D2L ✓ Quizzes 5-8, Due by 10/20, 11:59 PM, D2L ✓ *EME Points Quiz Chapter 13*, Due by 10/20, 11:59 PM, D2L ✓ End of Course Reflective Product, Due by 10/20, 11:59 PM, D2L

Important Information: Your Window Notes from the 4 chapters you chose to complete are due by the aligned WLE Sunday,11:59 PM, in the D2L Assignment Dropbox. For example, if you chose to complete a Window Note for WLE 4 Chapter 7 – Self Esteem

and the Moral Self, your efforts are due by 9/24, 11:59 PM, in the appropriate D2L Assignment Dropbox.