



## **ECED 4403 Ethics, Professional Standards, and Regulations in Early Care and Preschool Programs West College of Education Syllabus Spring 2023**

### **Contact Information**

**Instructor:** Dr. Jeff Blacklock, Emeritus Associate Professor, MSU Texas

**Office Hours:** By Appointment

This will ensure that you have a specific time to meet with me through Zoom or phone conference.

**E-mail:** [phillip.blacklock@msutexas.edu](mailto:phillip.blacklock@msutexas.edu)

**Cell Phone:** 940-867-0310

### **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.

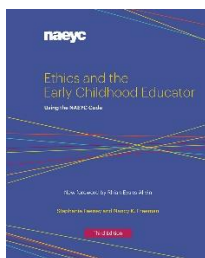
Please use my [phillip.blacklock@msutexas.edu](mailto:phillip.blacklock@msutexas.edu) email as this is the email I check consistently. My goal is to respond to your questions within the same day, however, please allow for a 24–48-hour response time. Also, if you would like me to contact you by phone, please include your phone number and the best time(s) to call.

Text/call if there is an emergency. If I do not recognize the number, I may not answer. Include your name and course information with your text.

We will connect with each other through the following on-line tools:

**MSU D2L, Flip, Google, Zoom, Other Third-Party Software**

### **Textbook & Instructional Materials**



Feeny, S. & Freeman, N.K. (2018). *Ethics and the early childhood educator: Using the NAEYC code*. (3rd ed.). NAEYC.

### **Course Description**

This course provides an overview of ethical issues and professional standards for the education and care of infants to young children with an emphasis on regulations for licensed preschool programs.

## **Course Objectives/Learning Outcomes/Course Competencies**

1. Articulates understanding and rationale of laws, state statues, regulations, and procedures regarding health and safety including nutrition, procedure guidelines for administration of medication, safety practices, release of children, CPR and first aid training, fire and disaster drills and safety, reporting abuse and neglect, controlling the spread of communicable disease, and the handling of bodily fluids and blood. (NAEYC 6; THHS Minimum Standards; Texas Administrative Code, Texas Core Competencies for Early Childhood Practitioners and Administrators)
2. Demonstrate knowledge of minimum standards for daycares, preschools, before/after school care, and home care in record keeping, child/caregiver ratios, developmental activities, basic care, discipline, naptime, field trips, nighttime care, physical facilities, transportation, toileting practices, and indoor and outdoor active play space and equipment. (NAEYC 6, 10; THHS Minimum Standards; Texas Administrative Code)
3. Explains the importance of confidentiality when working with children and families. (NAEYC 2, 6)
4. Demonstrates a clear understanding of professional practice when working with young children, including appearance, appropriate language, work habits, and professional development. (NAEYC 6; Texas Core Competencies for Early Childhood Practitioners and Administrators)
5. Thinks critically about how one's own belief systems affect practice. (NAEYC 6; Texas Core Competencies for Early Childhood Practitioners and Administrators)
6. Engages in reflective conversations regarding activities and lessons and develops personal plans for growth that will adjust practices to ensure children's experiences are meaningful. (NAEYC 6; Texas Core Competencies for Early Childhood Practitioners and Administrators)
7. Demonstrates knowledge of multiple perspectives on the care of children and recognizes that new research constantly changes our understanding about how children learn and develop. (NAEYC 1, 6; Texas Core Competencies for Early Childhood Practitioners and Administrators)
8. Identify the NAEYC code of ethical conduct core values, ideals, and principles and explain the importance of having ethical guidelines when working with infants, toddler, preschoolers, and their families. (NAEYC 6)

### **Student Handbook**

Refer to: [Student Handbook-2022-23](#)

### **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). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

### **Grading/Assessment**

All written work must follow APA guidelines as specified in the 7<sup>th</sup> edition of the Publication Manual of the American Psychological Association (2020). All

assignments will be submitted via D2L , Flipgrid, 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*

<b>Assignments</b>	<b>Points</b>
<b>Weekly Learning Experiences (WLEs)</b> (50 points each week) Introductory Effort Case Study Discussion Topic Journal Entry Video Products	400
Window Notes (50 points each)	200
Ethics and Professional Development Reflective Essay (Product)	250
<b>Total Points</b>	<b>850</b>
Extra Mile Effort Points	100

Table 2:

*Total Points for Final Grade*

<b>Grade</b>	<b>Points</b>
A	765-850
B	680-764
C	595-679
D	510-594
F	509 or less

**Weekly Learning Experiences**

Weekly Learning Experiences (WLEs) will provide opportunities for students to interact demonstrating a depth of learning required for understanding the concepts found in this course. The learning experiences will include, but will not be limited to case studies, discussions, journal entries, and videos. The WLEs will be due on Monday 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. The window notes will be due on Monday evenings by 11:59 PM unless noted differently in the assignment due date schedule.

## **Ethics and Professional Development Reflective Essay (Product)**

The ethics and professional development reflective essay will demonstrate the student's understanding of ethical standards and practice guiding the care and implementation of effective infant and early care programs. The product will also include a professional development plan ensuring early care providers are prepared to meet ethical, legal, and professional standards supporting early care programs. The student will have 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 checklist and professional development plan will be 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 will be 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 will be due by Tuesday of that 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 will generally not be accepted. At times extenuating events occur and require grace to be extended 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**

Weekly course learning assignments will generally not be made up. At times extenuating events occur and require grace to be extended by the professor 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 poor 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 0 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.

Regular online participation is required. Please attend to discussions in a timely manner. Dialogue opportunities are part of this class; timely participation will be considered part of the grade.

## Important Dates

Last day for this course: March 10, 2023; Grades due by noon, March 13, 2023

Last day for term schedule changes: January 17-20, 2023

Deadline to file for May graduation: February 20, 2023

Last Day to drop with a grade of "W": March 27, 2023 (Not this course)

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 will not be considered 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 get connected 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.
- 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 [d2lhelp@msutexas.edu](mailto:d2lhelp@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). APA style should be followed.
- Written assignments should be done in Microsoft Word and turned in as an attachment on D2L or other platform described by the assignment. Email submission will generally not be accepted.
- Discussions should be completed within the D2L discussion space and not uploaded as an attachment unless the discussion requires a visual or video. Proper netiquette which is 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 a 100% 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 strictly 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

Update as needed. 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.

## Brief Course Schedule

Week	Activities/Assignments/Exams	Due Date
Course Week 1 1/17 to 1/23	<b>WLE 1</b> Introductions, Student Information Form Required Window Notes – Review Syllabus Purchase Textbook	<b>WLE 1</b> Introductions – Due by 1/20, 11:59 PM Required Window Notes – Due by 1/23, 11:59 PM
Course Week 2 1/24 to 1/30	<b>WLE 2</b> Chapter 1 – An Introduction to Ethics Chapter 2 – The NAEYC Code of Ethical Conduct Textbook – Appendix A, Appendix B Internet – Exploring Texas Code of Ethics  Choice – Window Notes <i>Choice EME Points</i>	<b>WLE 2</b> Due by 1/30, 11:59 PM  Choice Window Notes – Due by 1/30, 11:59 PM <i>Choice EME Points – Due by 1/30, 11:59 PM</i>
Course Week 3 1/31 to 2/6	<b>WLE 3</b> Chapter 3 – Addressing Ethical Issues  Choice – Window Notes <i>Choice EME Points</i>	<b>WLE 3</b> Due by 2/6, 11:59 PM  Choice Window Notes – Due by 2/6, 11:59 PM <i>Choice EME Points – Due by 2/6, 11:59 PM</i>
Course Week 4 2/7 to 2/13	<b>WLE 4</b> Chapter 4 – Ethical Responsibilities to Children Case Study  Choice – Window Notes <i>Choice EME Points</i>	<b>WLE 4</b> Due by 2/13, 11:59 PM  Choice Window Notes – Due by 2/13, 11:59 PM <i>Choice EME Points Due by 2/13, 11:59 PM</i>  <b>Mid-Course Grade Check</b>
Course Week 5 2/14 to 2/20	<b>WLE 5</b> Chapter 5 – Ethical Responsibilities to Families Case Study  Choice – Window Notes <i>Choice EME Points</i>	<b>WLE 5</b> Due by 2/20, 11:59 PM  Choice Window Notes – Due by 2/20, 11:59 PM <i>Choice EME Points Due by 2/20, 11:59 PM</i>
Course Week 6 2/21 to 2/27	<b>WLE 6</b> Chapter 6 – Ethical Responsibilities to Colleagues Case Study  Choice – Window Notes <i>Choice EME Points</i>	<b>WLE 6</b> Due by 2/27, 11:59 PM  Choice Window Notes – Due by 2/27, 11:59 PM <i>Choice EME Points – Due by 2/27, 11:59 PM</i>
Course Week 7 2/28 to 3/6	<b>WLE 7</b> Chapter 7 – Ethical Responsibilities to Community and Society Case Study Internet – Exploring Texas Law and Regulations  Choice – Window Notes <i>Choice EME Points</i>	<b>WLE 7</b> Due by 3/1, 11:59 PM  Choice Window Notes – Due by 3/6, 11:59 PM <i>Choice EME Points – Due by 3/6, 11:59 PM</i>
Course Week 8 3/7 to 3/10 (Shortened Week)	<b>WLE 8</b> Chapter 8 – The Code of Ethics and You; Professional Development and You Internet – Exploring Texas Law and Regulations	<b>WLE 8</b> Due by 3/8, 11:59 PM



Week	Activities/Assignments/Exams	Due Date
	Journal Article – Reflective Essay Choice – Window Notes <i>Choice EME Points</i>	Choice Window Notes – Due by 3/10, 11:59 PM <i>Choice EME Points – Due by 3/10, 11:59 PM</i>
	<b>Ethics and Professional Development Reflective Essay (Product)</b>	<b>Due by 3/10, 11:59 PM – D2L</b>

Note:

- Choice EME indicates you may choose to complete the extra mile effort or not (not required).
- Choice Window Notes indicates you may choose to complete the window notes for this WLE or not; however, you must choose to complete 4 throughout the course, except for the Week 1 Window Notes.