

2. Exhibit professionalism on all levels of interactions with children, families and other professionals in the field.
3. Utilize reflective journaling as a technique to improve practice.
4. Develop goals to create purposeful, professional growth in early care and education.
5. Use observation to guide lesson planning and implementation.
6. Plan and implement activities addressing each component of STEM.
7. Describe the importance of team meetings for children with disabilities.
8. Describe the importance of team meetings in regards to curriculum.
9. Describe the importance of parent teacher conferences.
10. Demonstrate proficiency in critical thinking.
11. Demonstrate proficiency in teamwork.

COURSE CONTENT:

Lesson ZERO

1. What is My Role
2. Reflective Journaling
3. Goal Setting
4. Activity Plans and Reflections
5. Partnerships with
 - a. Families
 - b. Special educators
 - c. Co-teachers
6. Code of Ethical Conduct
7. Professional Portfolios
8. Philosophy

COURSE ACTIVITIES:

Lesson Plans

The entire course is divided into “Lessons” that cover specific topics and learning objectives in the class. The Lessons are listed in the Course Outline above. Each Lesson introduces you to specific subject matter and asks you to engage in a number of activities. These may include reading, exploring the web, researching, participating in online discussions, quizzes (multiple choice, short answer, and essay questions), and assignments (written work submitted as an attached document in a “drop box”)

Each Lesson consists of:

- A Lesson Plan that outlines the content and provides detailed instructions as to any assignments
- Direct links to any Discussions, Assignments, or Quizzes that go along with that Lesson.

All the Lessons are located in the “Lessons” folder. Click on the Lessons link in the course Menu.

Online Discussions

Online discussions form the backbone of an online class. It is very important for you to participate actively and fully in these discussions. These discussions will be graded and will be available for a specified amount of time (Monday morning until Sunday night on a given week in the course). You are required to participate in these discussions following the instructions that will be provided to you in the online Lessons.

Grading of the online discussions will be done in accordance to this grading rubric:

Criteria	Levels of Achievement		
	Non Performance	Needs Improvement	Meets Expectations
Main Post	0 Points No participation or main post does not address the prompt in the instructions	20 Points Main post is present but does not go into sufficient depth, is missing particular components, or simply repeats what others have already posted...when applicable, claims are not substantiated with a reference.	40 Points Main post adds substance to the discussion and meets all the requirements of the prompt in the instructions...when applicable, claims are substantiated with a reference.
Reply Post 1	0 Points No participation or response post does not contribute to the discussion	10 Points Reply post is present but meets the criteria only in a superficial manner.	20 Points Response post is relevant to the discussion thread, introduces new information, asks a question, and/or provides unique insight into the conversation.
Reply Post 2	0 Points No participation or response post does not contribute to the discussion	10 Points Reply post is present but meets the criteria only in a superficial manner.	20 Points Response post is relevant to the discussion thread, introduces new information, asks a question, and/or provides unique insight into the conversation.
Mechanics	0 Points No participation or post is written with unacceptable spelling, grammar, and/or syntax errors	10 Points Errors in mechanics are minor, but are somewhat distracting from the message.	20 Points No substantial errors in spelling, grammar, and/or syntax, or APA Citations.

You are, of course, encouraged to post many times through the week. You are also encouraged to post EARLY in the week so that you can benefit from others' responses to your post and so that others may benefit from your responses).

Special Assignments

The following assignments are those that have been incorporated into this class to not only teach you course content, but to also enable you to demonstrate learning associated with the KVCC General Education Outcomes. (See the section on General Education Outcomes at the beginning of this syllabus)

- Critical Thinking
- Teamwork

GRADING:

Participation.....	10%
Lesson Quizzes and Assignments.....	10%
Activity Plans and reflections.....	20%
Mid-term evaluation (7B).....	15%
Final Evaluation (14B).....	25%
Special Assignments.....	10%
Reflective Journals.....	10%

GRADING SCALE:

	<u>Grade</u>	<u>Scale</u>
A	4.00 grade points per credit hour	95-100
A-	3.67 grade points per credit hour	90-94
B+	3.33 grade points per credit hour	87-89
B	3.00 grade points per credit hour	83-86
B-	2.67 grade points per credit hour	80-82
C+	2.33 grade points per credit hour	77-79
C	2.00 grade points per credit hour	73-76
F	0.00 grade points per credit hour	Below 73

ATTENDANCE POLICY:

Face to Face-

Don't be late. Don't miss a class. No exceptions. If you miss more than two classes you receive a zero.

Online-

Post early EVERY week in discussions.

COURSE REQUIREMENTS:

Make-Up Work:

Pass in your work ON TIME! If it is late you will automatically lose ten points on your assignments. After three days late, I will not accept it.

STUDENTS WITH DISABILITIES (2014)

In accordance with state and federal law, this College is committed to assisting qualified students with disabilities achieve their educational goals.

If you are in need of an accommodation in this course:

- Students must contact the Dean of Students, Enrollment Services Center, Frye Building, 453-5019, knormandin@kvcc.me.edu
- Students must provide current, appropriate documentation of their disability.
- Students must make a timely request for accommodation to the Dean of Students.
- Accommodations will not be provided until the faculty member receives a letter requesting accommodations. This letter is created with the Dean of Students and is supported by the documentation of said disability.
- Requests for accommodation must be renewed each semester for each course.

This document is available in enlarged print and on audio tape. Please contact the Dean of Students at 453-5019 or knormandin@kvcc.me.edu

NOTICE OF NON-DISCRIMINATION (2014):

Kennebec Valley Community College does not discriminate on the basis of disability in the admission to, access to, or operation of its programs, services or activities. Students requesting classroom accommodation should be forwarded to the Dean of Students, Enrollment Service Center, Frye Building, phone: 453-5019 or the Director of the Learning Commons, Lunder Library, phone: 453-5084

Complaints about College decisions related to disability accommodations or discrimination must be forwarded to Affirmative Action Officer and ADA Compliance Officer, Dean of Academic Affairs, Enrollment Services Center, 92 Western Avenue, Fairfield, ME 04937, phone: 453-5822.