

ACC Child Care & Development Dept.  
CDEC 1321 THE INFANT AND TODDLER  
Master Syllabus

**Course Description:** A study of appropriate infant and toddler (birth to 3 years) child care programs. Topics covered include an overview of development; quality care giving routines; appropriate environments; and age-appropriate teaching techniques. Regularly scheduled observations of young children are required. (Formally CDEC 2321) (3-3-1)

**Prerequisites:** DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test.

**Co-requisites:** DEVR 1303 or DEVW 1403 or satisfactory score on appropriate placement test.

**Required Texts:** *Infant, Toddlers, Caregivers* (7<sup>th</sup> edition) by Gonzalez-Mena, Mayfield Publishers

**Instructional Methodology:**

- **In Class:** Students will participate in a variety of activities in class including instructor lectures, group discussions and projects. In addition, a regularly scheduled lab will be required.
- **OPC/ITV:** This course is part of the open campus (OPC) offerings at ACC. There are not regularly scheduled classes meeting times. This course is also designated as ITV (Instructional Television). Students are responsible for textbook reading, video viewing, and should adhere to the attached calendar to meet various due dates for tests and projects. Both observation and participation in a toddler or preschool classroom are required.

**Course Rationale:** This course serves as an introduction to prenatal development, infancy and toddler-hood with an emphasis on growth and development plus the related caregiving behaviors needed by parents or teachers to positively support these stages.

**NAEYC Standards:**

All coursework in ACC's Child Development Department include student learning opportunities and outcomes that address the National Association for the Education of Young Children's Standards for Early Childhood Professional Preparation in Associate Degree Programs. The Standards intentionally cover areas of professional preparation that are required to be sure that all young children will receive the kind of early education they need and deserve. Following are the Standards which are included in your coursework:

**STANDARD 1: Promoting Child Development And Learning**

- 1a: Knowing and understanding young children's characteristics and needs
- 1b: Knowing and understanding the multiple influences on development and learning
- 1c: Using developmental knowledge to create healthy, respectful, supportive, and challenging learning environments

**Course Objectives:**

1. Summarize prenatal development.
  - a. Outline stages and major milestones of prenatal development.
  - b. Identify and describe possible environmental factors (teratogens) and their effects on the developing embryo or fetus.
  - c. Describe components of good prenatal care.

2. Summarize the birth process.
  - a. Describe stages of labor.
  - b. Compare methods of delivery.
  - c. Describe possible complications of delivery.
  - d. Discuss effects of medication during the birth process.
3. Discuss theories of development as they apply to infants and toddlers.
  - a. Compare the impact of nature and nurture on the developing child.
  - b. Practice authentic observations of infants and toddlers in relation to developmental milestones.
4. Outline growth and development of children from birth to age 3.
  - a. Describe principles of development.
  - b. Explain the importance of brain research as it relates to growth and development of infants and toddlers.
  - c. Describe physical, fine and gross motor and perceptual development.
  - d. Describe cognitive development.
  - e. Describe social development.
  - f. Describe emotional development, including self-concept and self-esteem.
  - g. Describe receptive and expressive language development.
  - h. Describe literacy development.
  - i. Define "at-risk" as it applies to infants and toddlers.
  - j. Identify community resources available for early intervention.
5. Analyze components of quality infant/toddler caregiving.
  - a. Discuss characteristics of quality programs for infants and toddlers.
  - b. Discuss social and cultural influences which impact infant/toddler care.
  - c. Explain the importance of establishing and maintaining strong, positive communication and collaborative relationships with families.
  - d. Explain principles of quality caregiving.
  - e. Explain appropriate teacher roles and responsibilities for caregivers of children under three.
  - f. Describe daily routines used in infant/toddler classrooms and their importance in meeting children's needs.
  - g. Discuss unique health and safety needs of infants and toddlers.
  - h. Develop appropriate schedules for infants and toddlers.
  - i. Discuss ways to include infants and toddlers with special needs into a quality program.
6. Analyze elements of appropriate indoor and outdoor environments.
  - a. Describe developmentally appropriate indoor environment for infants.
  - b. Identify characteristics of effective room arrangements for infants.
  - c. Describe developmentally appropriate outdoor environments for infants.
  - d. Describe developmentally appropriate indoor environment for toddlers.
  - e. Identify characteristics of effective room arrangements for toddlers.
  - f. Describe developmentally appropriate outdoor environments for toddlers.
  - g. Explain how indoor and outdoor environments can be adapted for infants/toddlers with special needs.
7. Provide developmentally appropriate materials and activities.
  - a. Choose and/or make developmentally appropriate materials for use in infant/toddler classrooms.
  - b. Plan and implement developmentally appropriate learning activities for infants/toddlers, including those with special needs.

8. Use developmentally appropriate teaching/guidance techniques.
  - a. Apply principles of caregiving in a classroom with children under three.
  - b. Use appropriate transitions with infants and toddlers.
  - c. Use appropriate direct and indirect guidance techniques with infants and toddlers.
  - d. Demonstrate appropriate procedures for feeding, diapering, toileting, dressing and sleeping.
  - e. Demonstrate teamwork skills while working with colleagues in infant/toddler classrooms.

**SCANS Competencies** covered in CDEC 1321 Infant and Toddler include: identifying, organizing, planning, and allocates resources (**Resources**); acquiring and using information (**Information**); working with others (**Interpersonal**); reading, writing, performs arithmetic and mathematical operations, listening and speaking (**Basic Skills**); thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reasons (**Thinking Skills**); displays responsibility, self-esteem, sociability, self-management, integrity, and honesty (**Personal Qualities**).

### **Course and Lab Policies and Requirements:**

This course has 16 required hours of field experiences. These hours may be completed at the ACC Lab School or an approved early childhood program in the community. One visit to the ACC Children's Lab School may be required during the semester.

To be eligible to participate in field experiences, you must meet the eligibility criteria of the Child Development's Eligibility for Field Experiences Policy. The Child Development Department's policy reflects the standards established by both:

- o the Texas Department of Family and Protective Services, which is explained in the catalog and on the "Austin Community College Children's Lab School Criminal Conviction Statement for Child Development Lab Students",
- o and criteria set by the Austin Independent School District for volunteer eligibility which prohibits anyone with a felony within the last five years for offenses involving moral turpitude (acts that are generally considered morally or ethically wrong, including crimes that involve dishonesty, fraud, deceit, theft, misrepresentation.)

**You must complete all required hours to receive credit for this course.**

**Course Grading Lab Pass Statement:** To successfully pass this course you must pass lab. If you do not receive a passing evaluation from your Lab School supervising teacher or from me, you may not pass the course. You may be asked to withdraw, receive an "F" or be asked to continue working on lab competencies for this course. All of this is explained in more detail on your handouts: "Procedure for Assisting Child Development Students to Improve Their Lab Practice" and the "Child Development Department Lab and Field Work Agreement".

***To successfully complete the lab portion of this course, you are expected to:***

- demonstrate the behaviors required in *Minimum Standards for Licensed Child Care Centers* and noted on the "Child Development Department Lab and Field Work Agreement"
- demonstrate the competencies discussed in your "Lab Expectations Handout"
- follow the policies of your lab placement site

**Attendance:** Each instructor will establish an attendance policy. Students must adhere to the attendance policy as stated in the individual course syllabus.

**Withdrawals:** Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form to Admissions and Records. Withdrawal deadlines are published in the academic calendar. Withdrawal courses appear on the student's record with a grade of W. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course.

Students are responsible for understanding the impact withdrawing from a course may have on their financial aid, veterans' benefits, international student status, and academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.

**Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exceptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.**

**'Third attempt' course tuition**

Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an **additional \$60** per credit hour unless exempted. We call it the **Rule of Three or Third Course Attempt**.

The Texas Higher Education Coordinating Board has mandated that all publicly funded higher-education institutions will not receive funding for courses a student takes for the third time or more. Without the state funding for those affected classes, ACC will charge additional tuition to pay for the cost of the class. The new "Third Course Attempt" tuition costs will not apply to developmental courses, Continuing Education courses, special-studies courses in which the content changes each time, or other select courses.

**Students affected by this new policy should note the following:**

- This policy affects class enrollments beginning with the fall 2002 semester (Aug. 2002).
- Financial aid may be used to cover the additional tuition charge.
- If you are taking a class for the second time and are considering a third attempt in the future, consult with your instructor and/or advisor. ACC is here to help you succeed.
- Appeals for waivers will be reviewed on a case-by-case basis by the relevant Dean of Student Services at each campus.

**Incompletes:** An incomplete means that there are extenuating circumstances which have prevented you from completing the class within the semester time-frame. An "I" will be given upon the request of the student only if at least 60% of course and lab work has been completed in a satisfactory manner. You will then have a limited amount of time to complete the course requirements. An automatic F results when the course is not completed as agreed upon.

**Reading and Writing Requirements:** This course requires that students have successfully completed the Fundamentals of Reading (DEVR 0303) and the Fundamentals of Writing (DEVW 0403) or obtained a satisfactory score on an appropriate placement test. To remain in this course, you must be concurrently enrolled in Reading Skills I (DEVR 1303) and Writing Skills I (1403) or have obtained a satisfactory score on an appropriate placement test.

**Legible Assignments:** I expect all assignments to be written in complete sentences and to contain understandable paragraphs. Work that does not reflect these expectations will be returned to you for correction. The ACC Labs are wonderful resources and the Lab tutors will help you be sure that your assignments meet these expectations.

**Professional Ethics:** You are expected to maintain professional ethics while in this course. Careful adherence to NAEYC's Professional Code of Ethics when dealing with families, children, colleagues and supervising teachers is mandatory. Information about the Code of Ethics is available on NAEYC's website at [www.naeyc.org](http://www.naeyc.org). In addition, classroom discussions and all written work must reflect our commitment to maintaining issues of confidentiality for all children and families who allow our observations.

**Scholastic Dishonesty:** ACC's Scholastic Dishonesty Policy is stated in the Student Handbook: "Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework." Failure to comply with this policy will result in loss of course credit for the assignments and may result in withdrawal from this course.

**Electronic Technology:**

During all tests, please be sure that all electronic technology like cell phones, PDA's, etc., are turned off. Doing this prevents any misunderstanding about the use of the equipment for obtaining test information.

**Students with Disabilities:** The Student Handbook states that: "Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester." The Office for Students with Disabilities for Eastview can be reached at 223-4159; Rio Grande has a TTY, 223-9000.

**Student Freedom of Expression:** Each student is strongly encouraged to participate in an open dialog. In any instructional situation that includes critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere encouraging us to think and learn. I do expect that we respect the views of each other even if they differ substantially on volatile and sensitive topics.