

Midland College  
CDEC 1321 The Infant and Toddler (2-2-0)  
Fall

<b><i>Instructor:</i></b>
<b><i>Email:</i></b>
<b><i>Office Voice Mail Line:</i></b>
<b><i>Campus Office hours:</i></b>
<b><i>Virtual Office Hours:</i></b>

Students may contact the instructor through Canvas or by email or phone. Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor's availability at a specific time.

**Course Description:**

This course is a study of appropriate infant and toddler programs (birth to 3 years), including an overview of development, quality routines, learning environments, materials and activities and teaching/guidance techniques.

**Course Goals/ Objectives:**

Upon successful completion of the course the student will:

- summarize prenatal development and the birth process
- discuss theories of development as they apply to infants and toddlers
- outline growth and development of children from birth to age 3
- analyze components of teacher/child interactions and positive guidance techniques
- analyze elements of appropriate indoor and outdoor environments
- Design learning environments
- Select materials and activities for infants and toddlers

**Text, References, and Supplies:**

Swim, T. J. (2017). *Infants & Toddlers Curriculum and Teaching*; (9th ed.). Belmont, CA: Cengage Learning.

MindTap Instant Access for Swim, T. J. (2017). *Infants & Toddlers Curriculum and Teaching*; (9th ed.). Belmont, CA: Cengage Learning.

Microsoft Office 365 is a useful tool to complete assignments, including PowerPoints and word documents. Students may download Office 365 [here](#).

**Minimum Technology Requirements:**

Students will need to have Acrobat Reader, Microsoft Word or Free Word Viewer, Microsoft PowerPoint Reader, Skype or other video conferencing program in order to meet with instructor if you are not able to come to Midland College Midland Campus.

**Minimum Technical Skills for TECA 1321 include:**

1. Use of Canvas Management System (see Learn About Canvas Module)
2. Use of Microsoft Office Software
3. Ability to create Microsoft PowerPoints
4. Use of email with attachments
5. Use of appropriate antivirus utilities

**Notice Statement for Online Students:**

Students enrolled in online courses MUST log in and actively participate by completing academic assignments required by the instructor by the official census date. Students who log in but do not actively participate in an academically-related activity will be reported as Never Attended and dropped from the course.

**Technical Support:**

If you experience technical difficulties with Canvas, click the "Help" link at the bottom of the [Canvas login page](#), or in the top-right green toolbar from any page within Canvas, select Report a Problem, provide details, and submit the ticket. If you choose to Report a Problem, include your name and student ID, along with a description of the problem, in the ticket. Your ticket will be sent to the Midland College information technology support center. Check your email for support updates.

In most cases, students will not have access to their courses until 8 am the first day of class. It can take up to 24 hours for your Canvas account to be created after enrolling for a course. A Canvas Student Orientation course is available for all students to become familiar with Canvas and can be accessed under Courses after login.

**For technical support with Canvas click on the help button in the Canvas course and submit a ticket.** For all other technical support, please contact the IT Help Desk @ 432-685-4788 or email them at [help@midland.edu](mailto:help@midland.edu).

**Student Contributions and Class Policies:**

The Helen L. Greathouse Children's Center, located at Midland College, is designated as the primary lab site for the completion of lab observations and assignments as specified by the instructor. The Midland College Child Care Center at Manor Park, Inc., located at Manor Park, Inc., 2208 N. Loop 250 West or other sites may be used upon instructor's approval prior to the completion of lab experiences.

The student will utilize text, observations, videos and projects to gain understanding of infant and toddler development. The student is expected be knowledgeable of course material. Projects and assignments are due on the due date and cannot be made up without prior approval of the instructor.

**Evaluation of Students:**

Course evaluation is determined by the following ratings:

<b>Letter Grades &amp; Percentages</b>	<b>Points1180 -</b>
A = 100% - 90%	1180 – 1062
B = 89% - 80%	1061 - 944
C = 79% - 70%	943 - 826
D = 69%-60%	825 - 708
F = 59% and below	707 - 0

Course will contain the following assignments and points:

- 8 Discussion posts at 10 points each for a total of 80 points. These will be graded on a rubric. You must post twice to classmates. Instructor will post comments throughout the course when needed.
- 7 Scenario Activities at 100 points each for a total of 700 points. These will be graded on a rubric.
- 4 Lab Assignments at 25 points each for a total of 100 points. These will be graded on a rubric.
- 3 tests at 100 points each for a total of 300 points.

A course calendar will be distributed to the class by the instructor. This will give specifics on due dates and order of assignments.

All assignments will be graded within 7 days of the due date. If for some reason, there is a delay I will alert you.

### **Students with Disabilities:**

Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester. For more information on MC special services see the web site: [www.midland.edu/admissions/StudentServices/StudentswithDisabilities](http://www.midland.edu/admissions/StudentServices/StudentswithDisabilities) or call (432) 685-5598

### **Support Our Students:**

The Support Our Students (SOS) program helps Midland College students enrolled in credit courses stay in school by assisting them with emergency non-academic needs. For more information on SOS services see the web site: <https://www.midland.edu/services-resources/student-services/sos.php>

Division Dean: Denise McKown-Yorkman, Ed.D.

Education Division Office Location and Telephone: Helen L. Greathouse West, Room 206A; 685-6870