LOCATION/SYNCHRONICITY: As online students in this class, CFS 191, you will not be required to meet on campus with the instructor or other students. There will be no required chat times.

Instructor: Dr. Darbi Haynes-Lawrence
Phone: 270-745-2525
Email: Darbi.Haynes-lawrence@wk.edu
Fax: 270-745-3999
Academic Complex, 410A
Office Hours: By appointment &
Consumer and Family Sciences
WKU
1906 College Heights BLVD. #11037
Bowling Green, KY 42101-1037

Textbooks and Readings:

Course Description:
Child development involves the study of the prenatal and postnatal factors which influence the physical, cognitive, communicative, and social-emotional development of children. Implications and applications of concepts learned are stressed.

Course Rationale:
The early childhood educator needs a solid understanding of all five domains of child development and how these domains are interrelated and interdependent to provide for the needs of young children in a developmentally appropriate environment.

Course Objectives:
When you have completed this course, you will be able to:
1. Define the principle concepts of child development,
2. Explain pre-, peri-, and post-natal development and factors that impact that development,
3. Develop knowledge of typical and atypical development of cognition, communication, motor, social-emotional, and adaptive/self-help skills in young children,
4. Develop an understanding of cultural diverse, family centered child development, and
5. Begin to meet the performance-based standards for early childhood personnel.

Course Topics:
1. Child development theories
2. Genetics, prenatal development, and birth
3. The neonate
4. Infant and toddler development
5. Preschool development
6. Development of children ages 6 to 8
Other Resources:

- Blackboard issues: **270-745-7000**
  - If you cannot post to Blackboard or have difficulty posting, call: **270-745-7000**
  - If you do not know ANYTHING about blackboard, you will need to call the following number or watch the *multiple* video tutorials on blackboard.
  - I am not here to teach you about blackboard, but about the topic of the class (otherwise, the class would be called “welcome to blackboard!”)

They are the folks that can help you with any problems you have with blackboard. (I cannot help you with actual blackboard issues).

**Instructor’s Responsibilities**

I am here to help you learn. I will be prepared for each class and will provide you with enthusiastic instruction. I will be fair with you and will be as clear as I can about my expectations concerning course requirements. I approach my teaching from the perspective that every student already has some knowledge from his or her own experience, is willing and open to furthering that learning, and is responsible for their learning. I respect your knowledge and I expect to learn from you.

If there are things that trouble you about the course (for example, if something is confusing, if you feel stuck, if your expectations are not being met, or if there is something bothering you about the course), I will provide an opportunity for you to present your issues in class or in private. I will listen to you when you tell me about it, and respectfully consider your opinion. I will respond to your comments or questions. Although I welcome feedback from you at any time, I will nonetheless provide an opportunity for you to evaluate anonymously both my teaching and this course.

**PLAGIARISM POLICY:** Plagiarism is a serious offense and is considered an act of Academic Dishonesty. The academic work of a student must be his/her own. Students who commit any act of academic dishonesty may receive from the instructor a failing grade. The faculty member may also present the case to the Office of the Dean of Student Life for disciplinary sanction.

**Email Etiquette:**

Since email is a popular form of communication, it is important that respect and manners be demonstrated through email messages. These things should be part of an email to professors at WKU:

- A greeting (Dear Dr., Etc.)
- (A) Clearly written paragraph(s) indicating the question or concern you have
- End the message (thanks, have a great day, best wishes, etc.)
- Be sure and type your name at the end!!

*Emails that display hostile attitude, those that are inappropriate or those that contain rude messages will be returned to the student with no answer.* Please be respectful of
your colleagues and professors. In this class, you are looked upon by the instructor as both professionals and colleagues; respect will be given to you and is expected in return.

**DISABILITY ACCOMMODATIONS: Student Disability Services**
In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center. Phone: 270-745-5004

Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

All times listed or announced will be in Central Time zone.

**Privacy Policy**

Students need to be aware that while they are protected by a password, there is no guarantee of privacy online. Course software enables the instructor to know which students have logged in, where in the course site they have visited, and how long they have stayed. The technology support people also have access to information posted at the site. For course security, the students need to completely close the browser software when finished, especially when using a public terminal such as a campus computer lab, a hotel or library, or net café. This prevents another person from accessing the course using the student’s identification, doing mischief in the student’s name, and violating the privacy of other students. The student is not to allow access to the course to those not registered in the course. Passwords should be guarded. Change your password once you have entered the course for the first time.

Email will be used to communicate between student and instructor, student and student, student and class, and instructor and class. Email is NOT secure or private. Individual grades will be available in the gradebook and are updated as assignments are graded, typically one week after they are received.

Students are expected to represent their identities in a truthful manner. Falsifying your identity is grounds for disciplinary action for all parties involved.

Intellectual property laws apply to this course and all work submitted by students. Students are expected to post only material that they have created. Proper credit must be given for any material the student does not personally create including images. Please take time to read the Western Kentucky University Intellectual Property Policy at [www.wku.edu/Dept/Support/SpnsPrg/grants/ip_main.htm](http://www.wku.edu/Dept/Support/SpnsPrg/grants/ip_main.htm).

**Grading Policy**

I grade on a percentage scale based on your total number of points compared to the total number of points available for the class as follows:
A = 100-90%   B = 89-80%   C = 79-70%   D = 69-60%   F = anything below 60%

If you have questions or concerns about an assignment, you should contact me immediately. Please keep track of your assignments and keep me on task with grading. **Always make a back-up copy of your work!**

Your individual grades are available to you from the course grade book. If you have any questions about your grade please contact me. Your quizzes will be automatically graded and you should receive a score immediately. When determining final grades, I do not give grades; students *earn* their grades. I round grades at the .5% and higher. For example, if you have an 88.5%, that rounds to an 89%. That DOES NOT round to an A and that IS NOT one point away from an A. That is 1 percent from an A. *Please do not beg for grades.*

**HINTS FOR SUCCESS IN THIS COURSE**

1. Ask questions if you do not understand something! Since technology is not perfect, if you do not get a response from the instructor, BE PERSISITENT. There are times when you may send an email but I may not receive it. *Email is the best way to get in touch with me.*

2. **Check your email daily.**

3. Maintain a regular schedule for doing coursework. Face to face courses force you to spend a given amount of time in class. By setting and keeping a schedule, you are doing the same thing. Keep track of the time you spend on line for a course. Getting behind in your work is often a fatal mistake for online students.

4. Interact with the instructor and other students. The instructor is available via email or phone. You have access to other students in the class via email on the communications page of the course.

5. Check the Announcement page for the course regularly. Announcements on the course Blackboard page appear only on the day they are posted while announcements on the Announcements page usually stay up for 2 weeks.

6. Participate in the discussion forums. This is equivalent to a discussion in a face-to-face class. They are graded discussions.

7. Work in an area where you will not be interrupted. Let your family, roommates, and colleagues know that you are "in class" and cannot be disturbed.

8. Turn your work in on time.

9. Keep in mind that all course related email is kept in a file along with my responses. Discussion forums are also archived. This protects the student and the instructor.

10. We are all learning to use internet instruction. Patience is essential for everyone. In order for this course to be more beneficial to you the student, there may be changes in the course throughout the semester. These will be limited to only necessary changes.

**Course Wisdoms**
Take time to become acquainted with the course and the components of the course.

1. Backup all your files so that if something happens to them in transit you will have copies. All assignments will be uploaded on Blackboard. All assignments must be in a .doc or .rtf format. No .wps accepted as I cannot open those documents. You may always contact me about your grade. Do not, under any circumstances, email the assignment to me.

2. Remember that when dealing with an online course, you have to allow extra time for some things and plan ahead. Also remember that the key word for an online course is FLEXIBILITY. In the event of a technology glitch or problems caused by downed servers, weather, etc., we will make alternative plans for the course. If you should have computer problems, please notify me as soon as possible by telephone. Don’t wait until your computer is repaired or replaced to email with the news. We also have a wonderful technology support staff who are available to help with problems. 745-7000 is their number.

3. As we are dealing with young children and their families, confidentiality is demanded. When doing observations or discussing a particular site or child do not use any identifying information. The child may be identified by an initial or by the phrase "the child". Parents and teachers may also be identified this way. Do not give names of programs or centers when discussing your observations. You may identify the program or site by giving information about the ages and make up of the site such KERA preschool program, infant room in private childcare or early intervention program. Failure to keep confidentiality will result in failure of the assignment. If confidentiality is continually breeched, the student will not be allowed to continue observations or field experiences.

If you have any questions about the material, assignments, or the course, please email me. I will try to answer your questions. If I cannot answer them then I will try to find the answer for you.

Course Policies
1. Students are responsible for all assigned readings and are expected to actively participate in class discussions based on information from the readings and experiences in the field.
2. Course announcements will be made via electronic mail. Students are required to have an operational WKU email address and to check email frequently for information pertaining to the class. Email accounts other than a WKU email address cannot be used.
3. The course schedule, topics, and procedures are subject to change as deemed necessary by the instructor or in the case of extenuating circumstances.
4. Late assignments will result in a reduction of 5 points per day late. This includes weekends. Make-up quizzes will not be given.
5. All assignments MUST be written in APA style. It is expected that all written assignments will conform to standards of documentation, organization, mechanics, and spelling. Assignments not meeting these standards will result in a lower grade.
6. **When contacting the instructor, please put the course ID (CFS 191) and your name in the subject line. This way I can respond appropriately and keep track of correspondence.**

7. When downloading an assignment, name your file in the following manner: your last name, Week X, Reflection (assignment-name) or Week 3 Review. A named file should look like this—Haynes-Lawrence Week 1 Review. This will help me keep track of which assignments you have sent. In the past I have missed assignments because students send the file in the same name as a previous assignment.

   **It is imperative that students put their names on their work. This means for the posting as well as the typed work. Assignments without names will result in a 20% reduction of points.**

8. You MUST USE the Western email address assigned to you. According to university policy, we can no longer communicate via email using an address other than an assigned WKU email address. You must use your WKU email address for this class.

9. **Withdrawals and incompletes will not be provided to students to keep them from receiving a failing grade in the class. It is very clear – do the work and earn the grade.**
   (see below for the incomplete policy).

10. **The WKU incomplete policy and withdrawal policy found in the WKU handbook (http://www.wku.edu/coursecatalog/index.php?subcategoryid=75) is used to determine if a student can withdrawal or will receive an incomplete.**

   **Incomplete:**
   A grade of “X” (incomplete) is given only **when a relatively small amount of work is not completed** because of illness or other reason satisfactory to the instructor. A grade of “X” received by an undergraduate student will automatically become an “F” unless removed within twelve (12) weeks of the next full term (summer term excluded.) An incomplete must be removed within this twelve-week period regardless of whether the student is registered for additional work in the next term. A grade of “X” received by a graduate student, with the exception of thesis courses or similar projects, will automatically become an “F” unless removed within twelve (12) weeks of the next full term (summer term excluded). A student should work with the instructor who assigned the incomplete on an independent basis in order to complete the necessary assignments. The grade of “X” will continue to appear as the initial grade on the student’s transcript, along with the revised grade. A grade of incomplete is not used under any circumstances as a substitute for “F” or “W.”

   **Withdrawal from the University**
   For various reasons it is occasionally necessary for a student to withdraw from the University. Prior to the midpoint of the semester, students may use TopNet to withdraw. After the midpoint of the semester, the student should report to the Office of the Registrar to initiate withdrawal procedures. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which enrolled and endanger their future status in the institution. Students withdrawing after the midpoint of the semester, a bi-term or comparable period during the summer session must consult with their instructors as to the withdrawal grade. The official date of the withdrawal is the date the withdrawal is processed on TopNet or the written notice is received in the Office of the Registrar. Students wishing to return to WKU at a later date must submit an application for readmission prior to the deadline for submitting applications.
Course Requirements and Assignments

1. Survey, question, read chapter assignments from textbooks and other assigned readings.
2. Reflect through reflection questions for each reading assignment.
3. Recite through participation in discussion forums, entire class forums, and group forums.
4. 15 hours of observations:
   - 5 hours with infants
   - 5 hours with toddlers
   - 5 hours with preschoolers.
   - Observation hours must be spread out over two visits – and not conducted at one time. Additional observations may be required as a part of an assignment.
   - Failure to observe children across the two separate visits, per child, will result in a 40% loss of points PER OBSERVATION ASSIGNMENT.

****In order to pass this class, the observation assignment including observation hours, and the developmental paper must be completed. A failing grade will be given if students have not completed these assignments regardless of the point total earned in class.*****

6. Critical Performance #1 – Observation Critical Performance. Critical performance to contain observation notes for each age group and reflections from those observations.
   - The complete instructions are on Blackboard, under ‘assignments’ tab.
   - More information is also provided under “Written Assignments” below. (#9)
   - Each observation paper (one for infant, one for toddler, one for preschooler) is worth 50 points (10 points per developmental domain). The total points for all three is 150 points.
   - Completion of this assignment is required in order to pass the class, regardless of point total.

   - You need to observe an infant, a toddler and a preschooler, for 5 hours each (Totalling 15 hours). The observations must occur across two visits per child. 2 with the infant, 2 with the toddler, and 2 with the preschooler.
   - Failure to conduct observations over two visits will result in a 40% decrease in each infant, toddler and preschooler observation assignment.
   - As we are dealing with young children and their families, confidentiality is demanded. When doing observations or discussing a particular site or child do not use any identifying information. The child may be identified by an initial or by the phrase "the child". Parents and teachers may also be identified this way. Do not give names of programs or centers when discussing your observations. You may identify the program or site by giving information about the ages and make up of the site such KERA
preschool program, infant room in private childcare or early intervention program. Failure to keep confidentiality will result in failure of the assignment. If confidentiality is continually breeched, the student will not be allowed to continue observations or field experiences.

- **WHO can you observe?**
  - You may not observe your own child!!! You must observe at a licensed center.
  - The observations need to be spread out over two visits per child (so two with infant, two with toddler, two with preschooler).

- **WHERE CAN you OBSERVE?**
  - You can observe in a childcare center, a preschool, NOT a church nursery - by this I mean Saturday a.m.'s, Saturday p.m.'s, Wednesday p.m.'s etc. - when church is in session and babies are in the nursery.
  - This is DIFFERENT from a church preschool - which meets M-Friday (but you can observe at a faith-based childcare center), etc. A faith based preschool or child care program will meet daily, from 8a.m. to 5p.m., Mon. through Friday.
  - If you are a teacher of any age, you cannot conduct your observations while you are teaching. You MUST go to another classroom.

7. **Critical performance #2 = Developmental Paper** A 3-4 page paper explaining how all five (5) developmental domains are interrelated and interdependent in the development of young children. Three references should be sited in the paper and APA style is required for documenting these references.

  - The complete instructions are on Blackboard, under ‘assignments’ tab. Guiding and resourceful information can be found on blackboard (trust me – look there!)
  - The complete instructions are also at the end of the syllabus.
  - This assignment is worth 50 points.
  - Completion of this assignment is required in order to pass the class, regardless of point total.

8. **Quizzes**

  - When a quiz is provided in the chapter folder, it is an online quiz.
  - Quizzes are multiple choice or True/False, essay, etc.
  - No make up quizzes are allowed for any reason. Therefore, it is in the best interest of the student that he/she work at a computer that functions well, and that has constant internet service.
  - The IT department recommends you use Firefox when working with Blackboard. This is free to download from the internet.
  - Prior to taking a quiz, make sure that friends, family, pets, etc., know not to disturb you (see above).
  - Quizzes will be timed.

9. **Written Assignments**
Each week you may have an assignment over the required reading material. The observation critical performance pieces will start with chapter 5. Written assignments to help review chapter materials start before that.

The purpose of these assignments is to help you apply information from the readings. The reflection/reviews are different from the observation critical performance pieces. For the Observation/critical performance pieces, you are collecting information from observations, as well as from your readings, and applying them in order to answer the questions/write the papers. These start with Chapter 5. All the questions for these assignments can be found at the end of the syllabus, as well as on blackboard per specific chapters (see course calendar as well for information on which assignments are due at what times).

Assignments consist of writing activities which will be posted under the Assignments tab for you. Each assignment will have the points possible and the due date listed. Check the assignments tab each week for a newly uploaded assignment.

Reflection or review questions will be given the first few weeks of the semester. Each question is due the following week (responses typed) and is worth 10 points each unless otherwise indicated. Be sure to watch the typical things when writing your responses (grammar, etc.) as points will be deducted for poorly written responses, or responses that indicate little to no thought was put into the assignment. All assignments must be written in APA style.

Assignments are due on SATURDAY evenings (by midnight). Assignments are generally posted Friday evenings; students have until the following SATURDAY to complete (EXAMPLE—An assignment is posted Friday the 1st, students have Saturday the 2nd, Sun 3rd, Mon 4th, Tues 5th, Weds 6th, Thurs 7th, Fri 8th, Sat 9th, the assignment is DUE SATURDAY the 9th by midnight, under the assignment tab.

*DO NOT write your assignment in the comments box under the assignment. The assignment MUST be attached and MUST be written in either Microsoft Word, or a Rich Text File (RTF). Assignments written in wordperfect, or Vista, or any other format cannot and will not be accepted.

10. Discussion Board:

IF YOU CANNOT POST TO BLACKBOARD OR HAVE DIFFICULTY POSTING, CALL: 270-745-7000
They are the folks that can help you with any problems you have with blackboard. (I cannot help you with actual blackboard issues).

Part of the weekly assignments will be to have a discussion over materials posted on the forum. You are required to post at least one time each week. Take time to read what your classmates write in the forums. This will help you get a broader view of the class material.
and how others view that material. You may add to any of the forums that are posted. The forums will also be set up so that you may download materials for your classmates to review. If you find a great website on the materials covered in class, share it with the class. Or if you find a good article concerning the material share that with the class. Courtesy and respect are required when writing in the discussion forum, or responding to a peer.

Part of your grade for this class will come from your participation in the Discussion Forum. Discussion forums are less formal than other written assignments. The group will define the level of formality in these discussions. Spelling and grammar are important concerns when posting to the discussion boards. Although I monitor the Discussion Board, I will not post to the forum unless I see an area of concern.

Per each chapter, a discussion question or two will be posted to the discussion board. It is required that students post a response to these questions. The postings should demonstrate thought and application of materials read in the chapter (or other resources) and should be respectful to peers. A response such as, “I agree with Suzy on …” is not acceptable. 4 points per discussion question are earned per chapter’s discussion board question if criteria are met (less if the criteria are not met). I will monitor the discussion board, but will not post any messages unless I see a problem area or incorrect information being discussed. I will track each students posting, as well as the content of the posting.

**DISCUSSION BOARD responses are due at the same time as the assignments (By Saturday of the appropriate week, by midnight). Late discussion board responses will result in 0 points earned.**

Having Trouble Posting:

If you are having trouble posting to the discussion board (if you do not see the box for you to 'post' to, but only the subject line) do these things. (and after this- you need to contact the help line - per the syllabus! 745-7000)

You need to turn off the "Text box editor"
Go to:
1.my courses tab in blackboard. Go to left side, under tools, will say personal info, click on that.
2.click on link that says set visual textbox editor options
3.set it to unavailable
4.click on submit
5.click on ok,
6.then go back and you will have your box.

If that doesn't work, you'll have to call the bb helpline (745-7000). As per the syllabus, I teach the content of the class. The ins- and outs of blackboard are things that IT people (with 4 yr and 8 yr degrees) are extensively trained on. *they are WAY better at it than me! :-)


**Discussion Board Rubric:**
The following “DISCUSSION BOARD RUBRIC” will be used when grading discussion board responses:

**Discussion Rubric for Comments/Questions**
Each discussion post is graded according to the following rubric.

<table>
<thead>
<tr>
<th>Points</th>
<th>Grading criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The comment is accurate, original, relevant, teaches us something new, and is well written. Four point comments add substantial teaching presence and stimulates additional thought about the issue under discussion.</td>
</tr>
<tr>
<td>3</td>
<td>The comment lacks at least one of the above qualities, but is above average in quality. A three point comment makes a significant contribution to our understanding of the issue being discussed.</td>
</tr>
<tr>
<td>2</td>
<td>The comment lacks two of the required qualities. Comments which are based upon personal opinion or personal experience often fall within this category.</td>
</tr>
<tr>
<td>1</td>
<td>The comment presents little or no new information. However, one point comments may provide important social presence and contribute to a collegial atmosphere. The comment adds no value to the discussion.</td>
</tr>
<tr>
<td>0</td>
<td>The comment adds no value to the discussion.</td>
</tr>
</tbody>
</table>

A. **Policy on late assignments:**
Late assignments are typically not accepted. In the event an assignment is accepted late, 5 points will be removed from the grade of the assignment. This includes weekends.

**Other Information:**
If you have any questions or concerns, please email me and set up an appointment to talk or visit me during office hours. I am frequently available and very willing to help students do their best in this class as well as at WKU. *Email is the best way to get in touch with me*; however I typically do not check email after 7 pm through the week. I reserve the weekends for my family, and do not check email after 4pm on Friday. I will check email again Monday morning. Therefore, it is imperative students not procrastinate in completing assignments the night before they are due, as I will not be available to answer any questions by email.

**Grades are posted weekly. Please keep track of your grades!** Mistakes happen!