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**Childhood Studies/Early Learning & Child Care Certificate**

Fall 2012

**Instructor:**

Instructor Name: **Hope Moffatt**

Office location: 210A

Phone number: 780-791-8953

E-Mail: [Hope.Moffatt@keyano.ca](mailto:Hope.Moffatt@keyano.ca)

**Office Hours:**

Monday 3:00 – 5:00

Tuesday 4:30 – 5:30

Wednesday 3:00 – 4:00

Friday Noon – 1:00

**Hours of Instruction:**

Wednesdays, September 12 – December 12

4:00 – 6:00 p.m.

Room 216

**Course Description:**

The emphasis in this course will be on the growth of each individual in relation to others. Students will set goals for personal growth by identifying personal values, needs, roles, biases, strengths and weaknesses. They will demonstrate self-awareness and increased effectiveness in relationships by practicing appropriate self-disclosure, giving and receiving feedback, and expressive and receptive communication skills. Students will identify and assess whether their personal qualities match with the professional qualities necessary for the childhood development profession.

*2 Credits, 15 weeks, 30 hours*

*No Prerequisites and/or co-requisites*

**Required Resources:**

Covey, S. (1998). *The seven habits of highly effective teens*. New York, NY:

Fireside Books.

Rosenberg, M. (2003). *Non-violent communication: A language of life*. (2<sup>nd</sup> Edition). Encinitas, CA: PuddleDancer Press.

**Course Outcomes:**

**By the end of this course, students will:**

1. Increase self-awareness and recognize personal accountability for feelings, needs and actions.
2. Identify and explain the influences that values, beliefs, perceptions and biases have on verbal and non-verbal communication
3. Examine and work to improve communication skills - both receptive (active, reflective and empathic listening) and expressive (affirmations, clear expectations and I-messages)
4. Practice giving and receiving feedback to achieve more authentic personal and professional relationships, using the Nonviolent Communication model
5. Demonstrate growth of communication abilities in interactions with adults
6. Explore the fit between effective communication and the attitude of caring in the childhood development profession

The class will proceed throughout the semester according to the needs, skills and interests of the group. Each group of people presents a unique blend of personalities and abilities. Accordingly, the course content will reflect the needs and nature of the group and the individuals within the group.

**Evaluation:** *The minimum standard for passing this course is a grade of D (50%).*

<b>Assignment</b>	<b>Percentage of total grade</b>	<b>Due Date:</b>
<b>1. Brown Bag exercise:</b>	<b>10% (C/NC)</b> Details to be discussed in class on Sept 12 <sup>th</sup> , 2012	<b>Due: September 19, 2012</b>
<b>2. Activities/ Summaries of/ Reactions to Readings and Class Experiences</b>	<b>40% - Class activities, Summaries &amp;/or reflective responses</b> to readings/class experiences. Details to be discussed in class, criteria on written handout	<b>Submissions: Oct. 3<sup>rd</sup> and Oct. 31<sup>st</sup></b> <b>Final collection of submissions due: December 5<sup>th</sup>, 2012</b>
<b>3. Personal Story</b>	<b>20% - Writing a story of personal growth and significance, to be published for all.</b> Details to be discussed in class, criteria on written handout	<b>Due: November 14<sup>th</sup>, 2012</b>

4. Intra- and Inter-personal skills/ knowledge/ attitude growth demonstrated	30% - Demonstration of communication skills / attitudes / knowledge in this class and others, at home and work settings, and ability to be self-reflective	Final Written Summary, due Dec. 12 <sup>th</sup>
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Legend			
Percentage Scale	Alpha Grade	4.0 Scale	Descriptor
94-100	A+	4.0	Excellent
	A	4.0	
90-93	A-	3.7	
86-89	B+	3.3	Good
80-85	B	3.0	
75-79	B-	2.7	
70-74	C+	2.3	Satisfactory
65-69	C	2.0	
60-64	C-	1.7	
56-59	D+	1.3	Poor
50-55	D	1.0	Minimum Pass
0-49	F	0.0	Failure

In accordance with Keyano College policy, the minimum progression grade for this course is a C-.

### Performance Requirements:

Course assignments have set due dates to manage both instructor and student workloads. Changes to due dates may occur to adjust overall student workload based on class consensus.

The department policy (revised 2005) regarding student evaluation states that:

- Assignments are to be submitted at the beginning of the class on their respective due dates. If a student is absent from class, the assignment will be considered late.
- Individual extensions require students to contact and ask permission from the instructor prior to the assignment due date. In addition, a signed request for extension, including the extenuating circumstances, must be submitted at that time or as soon as possible.
- For assignments that are late without written permission:
  - a grade will be deducted for assignments up to 3 days late, e.g. a B assignment will become a B-.

- an additional grade will be deducted for assignments that are 4 - 7 days late, e.g. a B assignment now becomes a C+.
- no assignments will be accepted after 1 week past the due date.
- ***no assignments will be accepted after the beginning of class on the final due date of the course. The final due date for ELCC 105 is December 12, 2012***
- Since final exams are not a component of ELCC or EA courses and because learning is participatory, attendance and participation is part of the course grade. ***80% attendance, and word-processed assignments when required by the instructor, are necessary to achieve a final grade of B or higher in ELCC and EA courses.***
- A grade of B on an assignment recognizes that the student has met the basic requirements and knows the applicable content thoroughly enough to be able to apply it. A grade of less than B brings attention to the student that there are gaps in understanding the content and skills required for that assignment. Students should use the criteria for assignments to guide assignment work.
- A grade of B+ or higher acknowledges excellence in quality and quantity of work. The student's assignment is above the basic requirements.

## Plagiarism and Cheating

Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.

No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student's own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

**Academic Regulations**

Please use this link to view Keyano College's Academic Regulations:  
<http://keyano.ca/sites/default/files/academic%20regulations.pdf>

**Academic Schedule**

Scroll down to page 9 of this document to review the academic schedule:  
[http://keyano.ca/sites/default/files/a\\_files/calendars/keyano.calendar.credit%282012-2013%29.pdf](http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit%282012-2013%29.pdf)

**Please note the following dates for Fall 2012:**

<p><b>September</b> Tuesday, 4 Wednesday, 5 Thursday &amp; Friday, 6,7</p> <p>Tuesday, 11</p> <p>Tuesday, 18</p> <p>Friday, 21</p>	<p>Orientation Day Fall semester <b>begins</b></p> <p><b>St. John 1<sup>st</sup> Aid</b></p> <p>Last day to add courses for academic programs. <b>Tuition for Fall semester is due. Late fee of \$100</b> charged on any outstanding balance after this date.</p> <p><b>Last day to drop</b> courses for academic programs. Last day to waive health and dental benefits.</p> <p><b>Fall Awards application deadline</b></p>
<p><b>October</b> Monday, 8 Friday, 12 Friday, 26</p>	<p>Thanksgiving Day, <b>College closed.</b> Last day to withdraw from courses with 50% refund of tuition fees. Last day to withdraw from courses without academic penalty, courses dropped after this date will be graded "WF".</p>
<p><b>November</b> Monday, 12</p> <p>Tuesday, 27</p>	<p>In observance of Remembrance Day, <b>College closed.</b></p> <p>Keyano College <b>Student Awards ceremony</b></p>
<p><b>December</b> Thursday, 13</p> <p>Friday, 21</p> <p>Saturday, 25 to Tuesday, Jan. 1 (inclusive)</p>	<p>Last day of Classes for Childhood Studies programs.</p> <p>Fall grades due to Registrar by 4:30 p.m.</p> <p><b>College closed.</b></p> <p><b>**Winter term Classes resume on Monday, January 7, 2013</b></p>

### **Proposed Topics:**

- Intro/Overview, Change in our lives,
- Knowing ourselves and each other
- Covey's Foundational Principles
- Be Proactive
- Begin with the End in Mind, (Personal Mission Statement)
- Put 1<sup>st</sup> Things 1<sup>st</sup>
- Think Win-Win
- Seek First to Understand, then to be Understood
- Nonviolent Communication: What is it?
- Observation w/o Evaluation
- Feelings in communication
- Universal Needs
- Expressing Requests
- Receiving Empathically
- The Power of Empathy and Self-Empathy
- Expressing Appreciation
- Synergize
- Sharpening the Saw

### **Specialized Supports & Duty to Accommodate:**

#### ***Disability Support Services: Learner Assistance Program***

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

#### ***Specialized Supports and Duty to Accommodate***

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

**Authorization:**

This course outline has been reviewed and approved by the Program  
Chairperson.

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Hope Moffatt, Instructor

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Sherry Duncan, Chairperson

Date Authorized

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Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office