

# GUIDANCE-CLASSROOM MANAGEMENT

Revised: 0/0/00

**COURSE NUMBER:** ECD 105

**PREREQUISITE(S):** Approval of the Department Head

**CO-REQUISITE(S):** ECD 101

**COURSE DESCRIPTIONS:** This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

**TEXTBOOK(S):** Positive Child Guidance by Darla Ferris Miller, 4<sup>th</sup> edition. Published by Delmar, 2004.

ISBN: 1-4018-1256-2

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:** Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

**METHOD OF INSTRUCTION:** Online

Student will be required to come to STC campus to take 2 tests in testing lab, and to watch video in library.

**GRADING SYSTEM:**

940	-	1000	=	A
850	-	939	=	B
750	-	849	=	C

Below - 750 = F

**GRADE CALCULATION METHOD:**

- Reflective response on Characteristics – 20 points
- “Building Inner Controls” Video – 30 points
- Observation Sheets – 50 points
- Visual Report – 200 points
- Book Forms for Children’s Books – 200 points
- Conflict Resolution Assignment – 100 points

- Web Tutor Quizzes – 100 points
- Test for Chapters 1-2 – 100 points
- Preventative Discipline Test – 100 points
- Child Abuse Test – 100 points

**CONFIDENTIALITY:**

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE  
ONLINE BEHAVIOR:**

The use of Spartanburg Technical College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
  - ✓ Harassment
  - ✓ Unlawful solicitation
  - ✓ "Spamming"
  - ✓ "Flaming"
- Use of online editing tools within the course management software to:
  - ✓ Create offensive material
  - ✓ Link to inappropriate materials

**ATTENDANCE  
POLICY:**

An electronic mail message sent within the WebCT class is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received. Except in extenuating circumstances with approval by the division dean, instructors drop students from class when 80 percent attendance is not maintained. Student must log into Web CT once a day.

The Instructor will award a grade of "W" or "WF" based upon the student's academic standing at the last date of attendance, which is defined as the last course log-in.

Absences for Religious Holidays: Students who are absent

from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

**ACADEMIC CONDUCT:**

**ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Technical College web site at <http://www.spt.tec.sc.us/SDS/>; or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Technical College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

**COURSE**  
**COMPETENCIES &**  
**OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Discuss the “rights” of children and how they are implemented in preschool programs in order to create a respectful and supportive environment (NAEYC standard 1c).
  1. Discuss how children see control in their lives.
  2. List four rights for all children.
  3. Recognize the purpose of child guidance.
  4. Describe ideal early environments.
  
- II. Understand and utilize developmentally effective classroom management systems (NAEYC standard 4b).
  1. Explain how and when to use “time out.”
  2. Explain how and when to use discussion.
  3. Explain how and when to use re-direction.
  
- III. Understand and utilize developmentally effective discipline/guidance techniques (NAEYC standard 4b).
  1. Demonstrate by role playing a communicating method.
  2. Demonstrate by role playing a restraint method.
  3. Develop specific strategies for effective guidance.
  4. Identify methods to shape positive behavior.
  5. Specify techniques for assertive redirection and follow-up.
  
- IV. Implement effective problem-solving techniques to support children’s growth (NAEYC standard 4b).
  1. List the steps in problem-solving systematically.
  2. State how to educate parents in problem-solving techniques.
  
- V. Analyze an environment with regards to classroom management problems and use developmental knowledge to attend to the healthy, respectful, supportive, and challenging dimensions of the environment (NAEYC standard 1c).
  1. Discuss behavior changes both positive and negative.
  2. Identify components of the nurturing social environment.

3. Recognize supportive and effective adult behaviors.