



She Basic Course Information

Semester:	Spring 2023	Instructor Name:	Rebecca Laff
Course Title & #:	CDEV221 Care and Education of Infants & Toddlers	Email:	Rebecca.Laff@imperial.edu
CRN #:	20734	Webpage:	N/A
Classroom:	206	Office #:	203
Class Dates:	2/13/23 - 6/9/2023	Office Hours:	1-2pm M&W 4-5 pm T&Th
Class Days:	Thursdays	Office Phone #:	760-355-6233
Class Times:	6 – 910pm	Emergency Contact:	Alexiss Castorena 760-355-6232
Units:	3	Class Format:	RT-ONL

Course Description

This course will prepare students to develop and implement an infant and/or toddler curriculum, including the design of a developmentally appropriate learning environment. It will apply current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate strategies to promote healthy relationships in the care and education of infants and toddlers.
2. Evaluate infant and toddler curriculum and environments based on observation, documentation and reflection.
3. Summarize the essential policies and practices of quality infant and toddler programs.

Course Objectives

1. Orientation to infant toddler group care
2. Plan and develop appropriate program for infants and toddlers
3. Investigate staffing an infant / toddler program
4. Plan how to handle problems: Illness, safety, health and emergency plans
5. Design Daily routines for infants and toddlers
6. Design curriculum based on needs of infant and toddlers
7. Investigate and complete observation tools and observations on infants and toddlers.
8. Investigate and Explain role of teacher in an infant /toddler program.
9. Describe basics of infant / toddler development
10. List state and local requirements for infant toddler program



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Textbook

Infants, Toddlers, and Caregivers A curriculum of Respectful, Responsive, Relationship-based Care and Education, 10 ed. by Janet Gonzalez-Mena and Dianne Widmeyer Eyer. Published by McGraw-Hill, 2015. ISBN#13;9780078110344

Course Requirements and Instructional Methods

THE STRUCTURE OF THIS COURSE

This course has been divided into two-week modules. The modules begin on Mondays.

During the modules, you will read the assigned materials, watch assigned videos, post and respond to peer posts on the discussion boards, and complete learning activities and assignments. These are due by 11:59 p.m. on the 2nd Sunday of the module

The deadlines for the modules are stable even when there are school holidays to provide consistency. Please plan to complete your work early if you have travel plans or will not have access to the course on deadlines.

IMPORTANT EARLY DEADLINES

To ensure that all registered students are going to participate in the class and are fully prepared to succeed (and to clear the roster of non-participating students as required by law, which also allows room for waitlisted students to take the place of non-participating students), please be sure to:

- Log in by **1159pm on the first Wednesday of the semester**
- Complete the Start Here work by **1159pm on the first Friday of the semester**
- **If you encounter difficulties with this, please contact me immediately.**

TIME COMMITMENT

This course is 3 units. Past students have shared how important time management is to learning success. To help you manage your time, please understand that this course requires a time commitment of approximately **9 hours per week**.

- 3 hours per week on course materials (being in class)
- 6 hours per week on assignments, homework, reading text, etc. (equivalent of 2 hours of out of class work per hour of class)

TECHNOLOGY REQUIREMENT

It is expected that you have:

- Regular access to a computer (cell phones and tablets may work well with aspects of Canvas and certain assignments).
- Regular access to the internet.
- The ability to open PDFs. You can download [Adobe Reader](#) for free.
- A word processing program for your assignments.
- You have access to Microsoft Office 365 as part of your student email account.



- You can download free opensource software such as Libre Office
- You can use Google Docs for free (be sure to download work to submit if you use this)
- Give yourself enough time to deal with any technical issues that arise (don't wait until the deadline to complete your work).

ASSIGNMENT DESCRIPTIONS

This is a list of the required course assignments. Detailed instructions for each assignment will be provided in the Canvas modules.

All Assignments are completed individually, unless otherwise stated.

Learning Activities - 100

Discussion Boards - 100

Infant Room Design - 50

Toddler Room Design - 50

Infant & Toddler Activity Binder -100

Final Project - 100

500 total points

Course Grading

A - 90% to 100%

B - 80% to 89.9%

C - 70% to 79.9%

D - 60% to 69.9%

F - Below 60%

Course Policies

DROP POLICY AND IMPORTANT DATES

Your attendance for this course is important. **If you do not attend class and log on AND complete your work for two weeks, the instructor reserves the right to drop you from the course**

Don't Forget! - Remember to withdraw or drop the course by the college's deadlines if you choose not to finish the course and/or do not want a failing grade on your transcript.

- **Last day to drop the course with no record of enrollment: Sunday, February 26th**
- **Last day to withdraw from the course with "W" on your transcripts: Saturday, May 13th**



Attention Students Receiving Financial Aid: If you are receiving financial assistance, please be aware that if you do not complete the course, you will have to pay back unearned financial aid.

ACADEMIC INTEGRITY POLICY

Ethical behavior is not just critical in the professional world. It is a cornerstone of your academic experience and it ensures that each student gets appropriate credit for the work they complete and have the optimal opportunities to learn. Please become familiar with the academic integrity and plagiarism policy of the College

Here are some helpful guidelines:

- If you use information from any source, online or in print, in your own writing, be sure to acknowledge the source within the content AND in a reference at the end of your work/assignment.
- If you take more than one printed line of words consecutively from the source, put quotation marks around them, put the author's name in the parentheses, and provide a full reference.
- Complete original work for this class. Avoid reusing your own work (without permission) or using the work of another student.

If you are unclear about this, please contact me for clarification. If you submit or post work that violates the academic integrity and plagiarism policy, you will not receive credit for that work. Serious or repeat violations could result in being reported to the college, failing this course, and/or expulsion.

THE MANY FORMS OF SUCCESS

While most students have a desire to see a certain grade on their transcripts at the end of the course, it's important to note that success happens in many ways. Success happens when we are the first in our families to go to college because we represent not just ourselves, but also our families. Success happens when we create new identities for ourselves – identities that lie in contrast to the words and actions of others who tell us that we do not belong in college, that we are at risk, or that we are not capable of online classes. Success happens every time we notice a classmate who needs and advocate or a friend, and we act on their behalf through support, encouragement, and kindness. Recognize what success means to you and celebrate your efforts and accomplishments (even when others don't).

WHAT YOU CAN EXPECT FROM ME

- To prepare the modules and open them by their start date. They will be opened a bit early for those students ready to move on early.
- To create a collaborative environment in which the learning of the group can thrive.
- To stay in regular contact throughout the course by grading, emailing, videos, and announcements.
- To respect your time by having a purpose for all content and work within the course. To be as transparent about the purpose of the work being completed as possible.
- To be clear with expectations and directions. But know some work may be very open-ended, without one "right" way.
- To be approachable, respectful, open-minded, and willing to be called out on my mistakes (I am human, and I do make mistakes).

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- To help you develop a plan for your success if you are struggling.
 - To grade your work in a timely manner (within the next module, unless otherwise stated).
 - To provide constructive feedback and be willing to explain how you earn your points for the class.
 - To protect our learning environment by responding to any disrespect or inappropriate behavior or reports of such behavior.

MY EXPECTATIONS OF YOU

BE RESPONSIBLE

Please be responsible for your learning and success by:

- Logging in each week.
- Working through the content and assigned work before the due dates.
- Reaching out to each other and me as needed.

If you fall behind, it may be very difficult for you to catch up and you may not be able to earn enough points to pass the class.

COMMIT YOUR TIME AND EFFORT

Time management is going to be vital to your success in this class. Here are some tips:

- You might find it useful to build time to work on the course into your schedule.
- Complete and submit all work.
- Meet (or beat) deadlines and due dates.
- Procrastination is not your friend; don't wait until the last minute.

SEE ME AS A RESOURCE AND AS A SUPPORTER

I know that life happens and that sometimes it can be a struggle to balance it all.

- If you find yourself falling behind and missing deadlines for your work, reach out to me.
- Don't wait to get in contact with me (or your options may be very limited and have irreversible consequences).
- If the cause of your delays is temporary, you can create a plan to get back on track.
- If you consistently find yourself without enough time (or energy) to complete your work, you may have overextended yourself.

USE THE TECHNOLOGY

In order to complete your work for this course, you will be using a variety of technologies

- Within Canvas (discussion boards, blogs, assignments, and quizzes).
- Google Docs/Slides/Forms (you do not have to create an account).

Contributions you make to the course (through Discussion Boards, Google Docs, Google Slides, etc.) are not made available to anyone outside of our course. If you ever have concerns about sharing, please contact me directly.



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CREATE A CULTURE OF RESPECT

This course must be a safe place to allow people to fully engage and share.

- Please be open-minded, respectful, and non-judgmental of diverse practices and views.
- If you need further guidance, refer to the Ground Rules or reach out to me.
- Please let me know immediately if you see or experience anything that is inappropriate, offensive, or confrontational.

BE A COURSE QUALITY ADVOCATE

- While I would prefer that my course be error-free and close to perfect, it won't be.
- You may find issues in Canvas that I miss.
- Please contact me when you see an error, or if something is not working correctly.
- If the first student who finds such a thing lets me know, it can be fixed before it affects anyone else.

YOUR PRESENCE MATTERS

The learning that takes place in this course is a group effort.

- Everyone must be responsible for their actions in the course and recognize their importance and impact on everyone's learning.
- The learning environment for everyone is negatively impacted when students are not participating.
- Your presence is important!

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas



Anticipated Class Schedule/Calendar

Spring CDEV 221 Course Schedule

THIS SCHEDULE AND ASSIGNMENTS ARE SUBJECT TO CHANGE TO MEET THE NEEDS OF THE COURSE AT THE DISCRETION OF THE INSTRUCTOR

**Face-to-Face class meetings Thursday nights 6 - 910pm
Room 206**

Module	Topics	Readings	Work Due
1	Welcome to the Course Principles, Practices, Curriculum Infant/Toddler Education	Chapter 1 & 2	Start Here work Readings Videos Discussions
Log in by Wednesday, February 15th & Complete Start Here work by Friday, February 17th Drop Deadline is Sunday, February 26th			
2	Caregiving as Curriculum Play as Curriculum	Chapter 3 & 4	Readings Videos Discussions Activities Quizzes
3	Development as Attachment Development of Perception	Chapter 5 & 6	Readings Videos Discussions Activities Quizzes
4	Development of Motor Skills Development of Cognition	Chapter 7 & 8	Readings Videos Discussions Activities Quizzes



Module	Topics	Readings	Work Due in First Week of Module
5	Development of Language Development of Emotions	Chapter 9 & 10	Readings Videos Discussions Activities Quizzes
6	Development of Social Skills Physical Environment	Chapter 11 & 12	Readings Videos Discussions Activities Quizzes Room Design
Important Date Reminder: Withdrawal Deadline is Saturday, May 13th			
7	Social Environment Adult Relations	Chapter 13 & 14	Readings Videos Discussions Activities Quizzes
8	Tying up loose ends		Discussions Final Project
Important Date Reminder: The last day to submit work is June 8th			