**Minnesota Virtual Academy Online Syllabus for**

***OTH035 Early Childhood Education***

**Course Instructor and Communications**

**Name: Mrs. Mensink**

**Phone #: 1-866-215-2292 Option 4 Ext. 9020 OR 1-507556-1141**

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**Please add me on skype. It is a free way to chat that does not require a webcam.**

**School Email address: smensink@mnva.org**

**Email address: sally.mensink@hps294.us**

**Targeted Instruction (formerly OH): TBD**

**Class Connect times:**

**You are responsible for information presented during CC’s as they are part of the class.**

**Teacher Contact Time:**

Class Connect sessions are designed as a way to provide instructional, academic, and social support to our students. These sessions are provided as a way to tie the lessons within the Online Learning System, Scantron Assessment tools, Study Island resources and the MN standards together to improve student achievement. Class Connects sessions are conducted via Blackboard. The times scheduled for Class Connects is listed above.

The instructor will also respond to students within 24 hours on scheduled school days, Monday through Friday, unless the teacher has previously notified their students that they will be unavailable for a period of time. Non-verbal communication is the primary communication platform for MNVA-High School teachers, students, Learning Coach, and administration. Often, the information is time-sensitive and many items require a specific response. The majority of communications to MNVA-High School students will be sent via email. However, teachers might use Skype or phone calls to contact students if that method is preferred.

Each teacher is required to update their Announcement page in each subject on a weekly basis (or more often if desired).

Major projects submitted by the students will be processed and graded within a week.

**Student-to-Teacher Communications:**

Students may contact the teacher using the following methods:

*Email, skype, or calling. Learning coaches may also email.*

**Student Attendance Expectations:**

Daily participation is required in the MNVA-HS program. Learning coaches are responsible for ensuring that their students are actively engaged in all of their courses on a daily basis.

Attendance will be taken daily and will be monitored by the advisors. Students are required to log in to each of their classes five days per week. Students should spend an average of at least one hour per day per course in their online classes. Failure to log in daily will greatly reduce the student’s ability to be successful in his/her classes. Extended absences from coursework may constitute truancy.

Families requesting excused absences are responsible for notifying the MNVA-HS office about the length and reason for the absence. Absences of three or more days for medical reasons may require verification by the student’s doctor. Families wishing to excuse absences due to travel or family vacations must notify their student’s advisor prior to the vacation. Failure to notify the office in advance of the absence will result in the day(s) being marked unexcused and the student will be subject to MN school attendance laws.

If extenuating circumstances arise prohibiting the student from attending school, please contact the MNVA-HS office at (507) 896-5323 option 4 or toll-free at (866) 215-2292 option 4.

**Academic Support Available:**

Each student, in addition to the availability of scheduling one-on-one sessions with the instructor, has a student advisor and counselor assigned to offer assistance. The student advisor helps the student organize and prioritize the workload and manage the new educational environment that exists in the online world. The counselors serve to ensure the student is enrolled in the necessary coursework, both for graduation requirements and preparation for pursuits beyond high school.

**Technical Support Available:**

If a student is using his/her home computer, the student is responsible for computer hardware and software issues. If a technical need arises in regards to course material or a course CD, the student should contact K12 Technical Support at (866) 512-2273 and the technical support staff will assist him/her with the issue. If an MNVA-HS student is experiencing difficulties with an MNVA-HS-supplied computer, the student should contact K12 Technical Support immediately at (866) 512-2273 so the repair can begin promptly. The student should contact his/her teachers and the MNVA-HS office toll-free at (866) 215-2292 option 4 if he/she is experiencing technical issues.

**Communications with Resident District for Part-time Students:**

**Format and Frequency of Reports:**

The Lead Academic Advisor faxes grades at mid-semester and the end of the semester to the local school contact person, the parent and the student. If requested by the enrolling district, progress reports are faxed on a more regular basis.

**Format and Frequency of Communication:**

The Lead Academic Advisor phones or emails the enrolling district if any of the following issues arise:

 Plagiarism

 Lack of Attendance

 Lack of Progress toward Course Completion

 Compliance requirements due to 504 Plans or IEPs.

**Final Grades and Submission:**

The Lead Academic Advisor faxes final grades within 10 days of the end of the semester unless the enrolling district has requested the grades earlier.

**Course Outline**

**Course Name:**  OTH035 Early Childhood Education

**Course Credits:** 0.5

**Course Prerequisites:** None

**Course Description:** Want to have an impact on the most important years of human development? Students will learn how to create fun and educational environments for children, how to keep the environment safe for children, and how to encourage the health and well-being of infants, toddlers, and school-aged children.

**Course Goals and Objectives:** Prepare students to be caregivers and assistant teachers in a variety of settings including center-based child care, family child care, and after school care.

**Topic Outline: See Appendix A**

**Required Texts and / or educational materials:**

Everything students need for this class is online.

**Minimum Technical Requirements:**

Students may use either a Mac or PC with the following capabilities:

 Speed: 1.8 GHz or better

 RAM: 512 MB (minimum)

 Disk space: 20 GB or more

 CD-ROM or DVD drive

 Monitor: 15-inch flat panel

 Audio: 16-bit sound card

 Modem: 56 kbps (minimum)

 Microphone and speakers

 Operating system: Windows XP SP2 or better

 Microsoft® Internet Explorer version 6.0

 Adobe® Reader®

 Macromedia Flash™

 Shockwave™

 QuickTime®

Students are expected to be competent in using current technology appropriate for this class. Such technology may include word processing, spreadsheet, and presentation software. Ability to use the Internet and e-mail, download files from e-mails and the Internet, and attach files to e-mails and upload files is also required.

**Final Exam Must be completed before the close of, the last day of the semester.**

**Extra Credit Option (If available):** Attending live CC’s and/or watching CC recordings. Any other extra credit opportunities, if there are any, will be emailed out to the entire class or presented within the CC.

**Assessment of Student Work**

**Grading:**

During online courses, students will receive grades for homework assignments, quizzes, tests, projects, participation and other activities. Students will be able to see their grades at any time by going to their grade books. If students have questions about grading procedures, they should contact their instructors.

***Students are required to save their work throughout the semester.*** By saving their work, students will be able to retrieve any assignments in question and review them with their teachers in the event of a dispute or question over a grade.

MNVA-HS Grading Scale

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 93-100 = A  | 4.0 | 83-86 = B | 3.0 | 73-76 = C | 2.0 | 63-66 = D | 1.0 |
|  90-92 = A- | 3.7 | 80-82 = B- | 2.7 | 70-72 = C- | 1.7 | 60-62 = D- | 0.7 |
|  87-89 = B+ | 3.3 | 77-79 = C+ | 2.3 | 67-69 = D+ | 1.3 |  0-59 = F | 0 |

**Policy for Late or Missing Assignments:**

*Graded assignments – whether teacher or computer scored – should be completed and submitted on the due date. Students can earn full credit for assignments that are submitted by the Sunday following the due date (11:30 PM) this would include Threaded Discussions. Zeroes are entered as grades for every assignment not received by the Sunday following the due date.*

**Zeroes will be entered for all assignments/quizzes/tests/discussions two weeks prior to the end of the semester.**

*I am always willing to discuss the late submission of work past the above-listed deadlines. Please contact me directly as soon as possible to find out if this is an option.*

**Threaded discussions usually last about three to seven days.  You are expected to respond to the original question or prompt on the first day assigned, then read and respond to other’s postings on the second day.  On the third day, you should respond to others’ responses to your original post.**

**You have until 11:30 PM Sunday following the due date to complete this assignment.  After Sunday they are closed and you cannot access for credit. You will need to contact the teacher.**

**Teacher graded late assignments turned in after the last Friday before the end of the semester will receive a late penalty of: 50% of those points earned.**

**Policy for Addressing Academic Dishonesty:**

If a student is found plagiarizing or cheating, disciplinary action will be taken. The student will be notified by the teacher regarding the plagiarism. The teacher will also send notification of the plagiarism to the MNVA-HS office to be placed in the student’s file.

* **First offense:** the student will be required to redo the assignment. Based on the teacher’s syllabus, the student’s grade will reflect a reduction of points for the plagiarized assignment.
* **Second offense:** the teacher will notify the student and his/her learning coach and arrange a meeting to discuss plagiarism and establish a system to ensure the behavior stops. The student will receive a zero on the assignment or be asked to redo it for partial credit.
* **Third offense:** a meeting will be called between the student, learning coach, teacher, advisor and administrator to address the recurrent plagiarism and discuss an academic plan to correct the problem and increase the student’s understanding of academic integrity.

Repeated offenses may result in the recommendation that the student be removed from the course. Removal from a course is subject to authorization by administration and, where necessary, will result in a failing grade in the course for the semester.

**If progress is made in the class without corresponding user minutes in the lessons, the scores will be counted as zeros until the student meets with the teacher in a live session to confirm the scores.**

**Students may not use anything on tests or quizzes except a calculator and anything I explicitly give to you for tests (for example, a Periodic Table or other worksheet I tell you, you can use on a test.)**

**Minnesota Academic Standards Alignment (If no Minnesota Academic Standards exist, alignments follow national professional standards.)**

The Early Childhood Education class aligns with the elements of the Minnesota Academic Standards of Family and Consumer Science.

A complete list of alignments can be found at <http://minnesotava.new.rschooltoday.com/page/2690>.

Appendix A - Subject to Changes

**Unit One: Childcare Roles and Obligations**

"Complete 8-B: Unit One Text Questions Complete 9-B: Unit One Lab Questions"

"Complete 12: Unit One Quiz

Complete 13: Unit One Discussion Questions 1

Complete 14: Unit One Discussion Questions 2"

**Unit Two: A Clean, Safe and Healthy Childcare Environment**

"Complete 9-B: Unit Two Text Questions

Complete 10-B: Unit Two Lab Questions

Complete 13: Unit Two Quiz"

"Complete 14: Unit Two Discussion Questions 1

Complete 15: Unit Two Discussion Questions 2"

**Unit Three: Food and Nutrition**

"Complete 8-B: Unit Three Text Questions

Complete 9-B: Unit Three Lab Questions

Complete 12: Unit Three Quiz

Complete 13: Unit Three Discussion Questions 1"

Complete 14: Unit Three Discussion Questions 2

**Unit Four: Rules and Regulations**

Complete 9-B: Unit Four Text Questions

"Complete 10-B: Unit Four Lab Questions

Complete 14: Unit Four Quiz

Complete 15: Unit Four Discussion Questions 1

Complete 16: Unit Four Discussion Questions 2"

**Unit Five: Early Childhood Development**

"Complete 9-B: Unit Five Text Questions

Complete 10-B: Unit Five Lab Questions

Complete 13: Unit Five Quiz"

"Complete 14: Unit Five Discussion Questions 1

Complete 15: Unit Five Discussion Questions 2"

**Early Childhood Education Midterm Exam**

"Complete 1: Midterm Exam

Complete 2: Midterm Discussion"

**Unit Six: Play: A Child's Work**

"Complete 8-B: Unit Six Text Questions

Complete 9-B: Unit Six Lab Questions"

"Complete 11: Unit Six Quiz

Complete 12: Unit Six Discussion Questions 1

Complete 13: Unit Six Discussion Questions 2"

**Unit Seven: Guidance and Discipline**

"Complete 8-B: Unit Seven Text Questions

Complete 9-B: Unit Seven Lab Questions

Complete 11: Unit Seven Quiz

Complete 12: Unit Seven Discussion Questions 1"

Complete 13: Unit Seven Discussion Questions 2

**Unit Eight: Communication, Observation and Recording**

Complete 8-B: Unit Eight Text Questions

"Complete 9-B: Unit Eight Lab Questions

Complete 11: Unit Eight Quiz

Complete 12: Unit Eight Discussion Questions 1

Complete 13: Unit Eight Discussion Questions 2"

**Unit Nine: Literacy and Language**

"Complete 8-B: Unit Nine Text Questions

Complete 9-B: Unit Nine Lab Questions"

"Complete 11: Unit Nine Quiz

Complete 12: Unit Nine Discussion Questions 1

Complete 13: Unit Nine Discussion Questions 2"

**Unit Ten: Personal Goals and Development**

"Complete 8-B: Unit Ten Text Questions

Complete 9-B: Unit Ten Lab Questions

Complete 11: Unit Ten Quiz

Complete 12: Unit Ten Discussion Questions 1"

Complete 13: Unit Ten Discussion Questions 2

**Early Childhood Education Final Exam**

 "1: FINAL EXAM

2: Final Exam Discussion"

**EARLY CHILDHOOD EDUCATION ASSIGNMENTS & POINTS**

#### Unit 1

1. 1.06 Graded Assignment: Text Questions (25 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 1.07 Graded Assignment: Lab Questions (10 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 1.10 Quiz: Childcare Roles and Obligations (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 1.12 Discussion 2 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 2**

1. 2.07 Graded Assignment: Text Questions (25 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 2.08 Graded Assignment: Lab Questions (25 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 2.11 Quiz: A Clean Safe and Healthy Childcare Environment (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 2.12 Discussion 1 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 3**

1. 3.06 Graded Assignment: Text Questions (25 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 3.07 Graded Assignment: Lab Questions (32 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 3.10 Quiz: Food and Nutrition (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 3.11 Discussion 1 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 4**

1. 4.07 Graded Assignment: Text Questions (30 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 4.08 Graded Assignment: Lab Questions (23 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 4.11 Quiz: Rules and Regulations (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 4.13 Discussion 2 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 5**

1. 5.07 Graded Assignment: Text Questions (50 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 5.08 Graded Assignment: Lab Questions (18 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 5.11 Quiz: Early Childhood Development (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 5.13 Discussion 2 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

#### Midterm Exam

1. Midterm Exam (50 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. Midterm Exam Discussion (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 6**

1. 6.06 Graded Assignment: Text Questions (30 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 6.07 Graded Assignment: Lab Questions (12 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 6.09 Quiz: Play: A Child's Work (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 6.11 Discussion 2 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 7**

1. 7.06 Graded Assignment: Text Questions (29 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 7.07 Graded Assignment: Lab Questions (28 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 7.09 Quiz: Guidance and Discipline (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 7.10 Discussion 1 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 8**

1. 8.06 Graded Assignment: Text Questions (42 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 8.07 Graded Assignment: Lab Questions (26 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 8.09 Quiz: Communication Observation and Recording (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 8.10 Discussion 1 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 9**

1. 9.06 Graded Assignment: Text Questions (41 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 9.07 Graded Assignment: Lab Questions (17 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 9.09 Quiz: Literacy and Language (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 9.10 Discussion 1 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Unit 10**

1. 10.06 Graded Assignment: Text Questions (35 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. 10.07 Graded Assignment: Lab Questions (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
3. 10.09 Quiz: Personal Goals and Development (15 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
4. 10.10 Discussion 1 (5 points) | Date completed: \_\_\_\_\_\_\_\_\_\_

**Final Exam**

1. Final Exam (50 points) | Date completed: \_\_\_\_\_\_\_\_\_\_
2. Final Exam Discussion (10 points) | Date completed: \_\_\_\_\_\_\_\_\_\_