

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Home School and Community Relations

CODE NO. : ED 263 **SEMESTER:** 4

PROGRAM: Early Childhood Education

AUTHOR: Colleen Brady

Professor: Colleen Brady 759-2554 ext. 572 colleen.brady@saultc.on.ca

DATE: Jan 2005 **PREVIOUS OUTLINE DATED:** Jan 2004

APPROVED:

DEAN **DATE**

TOTAL CREDITS: 3

PREREQUISITE: HSC103

LENGTH OF COURSE: 15 Weeks **TOTAL CREDIT HOURS:** 30
2 Hrs/Wk

Copyright © 2004 The Sault College of Applied Arts & Technology
Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.
For additional information, please contact Dean
School of Health and Human Services
(705) 759-2554, Ext. 603/689

I. COURSE DESCRIPTION:

It is crucial for Early Childhood Educators to develop and demonstrate the ability to understand various aspects of parent-teacher-child relationships. This includes an understanding of parents as people with varied values, goals, backgrounds and needs to be met. Communication processes, group dynamics and leadership styles are part of this picture. The Early Childhood Educator must also be aware of the community, its resources and their participation in various community interactions.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

- 1. Utilize a variety of observation techniques to enhance work with children, families and co-workers.**

Elements of the Performance

- Using information gathered, design, plan and conduct a parent conference.

- 2. Develop and maintain effective interpersonal communication (written, oral, and non-verbal) with families, co-workers, employers and individuals/agencies.**

Elements of the Performance

- Demonstrate self-awareness and interpersonal communication skills through an effective evaluation of one's own performance and skills.
- Effect change in one's performance, as warranted
- Demonstrate the ability to communicate effectively during the initial contact with parents, teacher-parent conferences, and family outreach initiatives.
- Demonstrate respect for diversity by modifying and monitoring interactions
- Demonstrate effective teamwork and team membership through effective collaboration and consultation
- Design and communicate with parents and families using newsletters, information displays, and facilitate workshops for parents.
- Use an accepted standard of writing, grammar, and spelling and format (APA style)

3. **Act in a manner consistent with principles of fairness, equity and diversity to support the development and learning of individual children within the context of family, culture, society and the community.**

Elements of the Performance

- Recognize and express the value of diversity and commonality that exists among individuals
- Recognize the diversity in family compositions
- Identify the issues families face and recognize the role of the teacher to support the child and the family.
- Demonstrate respect for each individual
- Validate communication initiated by children, families and co-workers
- Respond sensitively and appropriately to families
- Demonstrate an awareness of community resources, which may serve the needs of children and families

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

Texts

1. **Partnerships: Families and Communities in Canadian** ECE (3rd Canadian Ed.) by L. Wilson, (2005) Nelson-Thompson
2. **Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8**, expanded edition; S. Bredekamp Ed.; NAEYC, 1987

IV. EVALUATION PROCESS AND GRADING SYSTEM:

Participation

10%

- Attendance is necessary to participate in the process of integrating classroom lectures and discussions with assigned readings and in-class assignments.
- Students will be assigned readings that serve as the basis for class discussion, and are necessary for completion of in class assignments.
- **Students are expected to attend the scheduled time for the Parent Information Fair.**

Assignments

20%

Resource Sharing Sheets: details discussed in class

Families We May Meet Presentation: details discussed in class

Newsletter : Students (individually) will design and print a sample **Parents Newsletter** for an imaginary Day Care. Criteria will be discussed in class

Facilitating Parent Workshops:

20%

Students will work in pairs to facilitate a workshop. The workshop outline will be given to the student, but the student must prepare and facilitate the workshop and fellow students will act as participants. Students will be evaluated on their ability to prepare, facilitate, and present the workshop. Details will be given in class.

Parent Information Fair

30%

Students will work in pairs to research a topic that addresses a particular issues that parents face. The student will design an interactive display booth that will be presented to the public at a mall display. The students will be responsible for setting up their booth, responding to the public and dismantling their booth.

This event will take place on a Saturday (final date to be announced in class). It is mandatory that all class members be present or a mark of "0" will be given to any student not in attendance during this assignment.

Details will be discussed in class

Quizzes:

20%

Mid-term (10%)

Final (10%)

NOTE: All assignments must be typed and include a title page, stapled and be "professionally" presented. Failure to comply with this directive will result in the returning of the assignment – unmarked!

Reading Assignments

Since reading assignments will often serve as the basis for class discussion, please complete them, as assigned, in order to maximize class participation.

College Grading Policy

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

Note: For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Important Notes to Students:

Class Activities:

1. Attendance plays an important role in successful learning and skill development, so students are expected to attend
2. Students are responsible for work assigned during absences.
3. Students should be aware that the expectations for their conduct in class are outlined in the "Statement of Student Rights and Responsibilities" in the Sault College Handbook.

Assignments:

1. All assignments must be submitted on the due date at the beginning of the class period unless otherwise specified by the professor.
2. All assignments must be typed and stapled or they will be returned to the student unmarked.
3. To protect students, assignments must be delivered by the student/author to the professor. Any assignments sent through WebCT must be forwarded in Microsoft Word format.
4. Late submissions ***will be deducted 5% per day.***
5. Assignments ***more than one week late will not be accepted.***
6. Students must adhere to dates set for oral presentations unless the professor has approved prior arrangements. Students who do not present on their presentation date will forfeit the mark for that assignment.
7. Students have the responsibility to be aware of assignment due dates. If they miss in-class assignments that are due at the end of the class period for evaluation, they forfeit the mark.
8. Students are responsible for retaining a file of all drafts and returned assignments. We suggest students keep their computer file of assignments until the end of semester. In the event of a grade dispute, students must produce the graded assignment, so it can be recorded.

Tests/Quizzes:

Tests/Quizzes must be completed on the date scheduled. If unable to attend due to illness or extenuating circumstances, contact the professor at least one hour prior to the start of the test. An alternative date must be arranged before the next class

Learning Environment

In the interest of providing an optimal learning environment, students are to follow these two expectations;

- Late students are expected to quietly enter the classroom and sit in the nearest seat available. Have your notes and writing material ready before you enter class. If assignments and activities have begun, please wait until they are completed. Wait until after class to speak to classmates about missed material. Make sure you have made arrangements with someone in the class to pick up handouts and take notes for you.

Students are to keep private conversations out of the classroom

Missed Classes

If a student misses a class, it is their responsibility to ask a classmate to take notes and pick up assignments and handouts.

Guest Presenters

Having guest speakers is a privilege. Showing respect for them, includes keeping private conversations out of the classroom, using the bathroom before the presentation, and bringing any items to class before the presentation (Kleenex, drinks). Leaving the room should be for emergency reasons only.

Food and Drink

Students may eat and drink in class, however eating large "meals" during class will be discouraged and students will be asked to consume their meal elsewhere and may return to class when they are finished. Students are responsible for cleaning up. If the classroom is littered with garbage, the instructor may revoke this privilege.

Your instructor reserves the right to modify the course, as he/she deems necessary to meet the needs of students.

Dates for projects or tests may be revised depending upon course content/flow

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.