Dear Early Childhood Development and Education Student,

This *Early Childhood Development and Education Student Handbook* is being presented as a means for you to familiarize yourself with the Early Childhood Development and Education Program (ECDE) at Columbus State Community College. In this document you will find information about:

- The history, mission and goals of the Early Childhood Development and Education Program
- The ECDE Curriculum
- ECDE policies and procedures
- ECDE Faculty Advising
- The ECDE Resources Laboratory
- ECDE Practicum experiences
- The rights and responsibilities of ECDE students

You will want to refer to your *ECDE Student Handbook* often while you are a student. Together with the *Columbus State Catalog*, the *Columbus State Student Handbook*, your *ECDE Handbook* will help you become aware of important resources, information, policies and procedures on campus.

Please don’t hesitate to ask an ECDE faculty or staff member, advisor, or the Chair of the Human Services Department for further information or clarification. We are delighted you are here and look forward to helping you meet your educational goals.

Warmest regards,

The ECDE Faculty and Staff
# Table of Contents

Introduction ............................................................................................................... 3  
History............................................................................................................................... 3  
Mission.............................................................................................................................. 3  
Program Outcomes ............................................................................................................ 3  

Early Childhood Development and Education .............................................................. 4  
Degree/Certificate/Transfer options................................................................................... 4  
Career Opportunities ......................................................................................................... 5  

Division, Department, and Program Contact Information ............................................ 6  

ECDE Curriculum ......................................................................................................... 7  
General and Basic Studies ................................................................................................. 7  
Professional ECDE Studies and Practicum Experiences ......................................................... 7  

Admission Policies and Procedures.............................................................................. 8  
Conditional Acceptance or Pre-ECDE Status ..................................................................... 8  
Formal Acceptance to the ECDE Program ............................................................................ 9  

Non-Traditional Credit ................................................................................................ 9  

Advising .................................................................................................................... 10  

Faculty-Student Communication ............................................................................... 11  

ECDE Policies and Procedures .................................................................................... 12  

ECDE Resource Laboratory ........................................................................................ 18  

APPENDIX  

ECDE Associate of Applied Science Plan of Study......................................................... 20  

Basic Early Childhood Administrators Certificate Plan of Study................................... 21  

Infant Toddler Education Certificate Plan of Study...................................................... 22  

ODJFS List of Prohibited Offenses................................................................................... 23
Introduction

Brief History

The Early Childhood Development and Education program had its origins in childcare classes that were first offered in the autumn of 1977 to experienced practitioners working in the field. The program received degree-granting status from the Ohio Board of Regents on September 14, 1987 and was approved by the Ohio Department of Education to prepare students for the Pre-Kindergarten Associate Teaching certificate the next year. In recent years the coursework has been updated and revised into a state-of-the-art-program.

The Mission

The mission of the Early Childhood Development and Education Program is to provide a sound academic and professional education, encompassing both intellectual and affective qualities, for a career in early childhood education.

Program Outcomes

Upon completion of the Associate of Applied Science Degree in Early Childhood Development and Education, the graduate will be able to:

1. Demonstrate knowledge of theories of human growth development and education and learning related to all children, birth through eight years.
2. Plan appropriate learning experiences for individuals as well as groups of young children in inclusive settings.
3. Demonstrate a competent, respectful, nurturing teaching style to meet children’s needs.
4. Develop appropriate educational practices for young children that foster the growth of skills in problem solving, decision-making, critical thinking, communication and emerging literacy.
5. Use appropriate teaching strategies, including identification, selection and preparation of materials and methods to address children’s individual differences in development and educational levels, culture and learning styles.
6. Recognize and respect unique characteristics of families and demonstrate appropriate strategies to support and address family needs.
7. Demonstrate a variety of strategies to evaluate children’s growth and development and education in cooperation with parents and related professionals.
8. Design a physically safe environment to facilitate children’s independence and competence through constructive experiences.
9. Reflect and evaluate one’s professional, interdisciplinary role as teacher, team member, life-long learner and advocate for children and families.
10. Demonstrate knowledge of content areas and familiarity with Ohio Department of Education’s pre-kindergarten standards and K-3 benchmarks.
The ECDE program offers a variety of options for students and professionals working in the Practicum of Early Childhood:

- **Associate of Applied Science (AAS) Degree**
  The Associate of Applied Science degree is designed to prepare professionals to work with children and their families in a variety of early childhood settings. Coursework includes general and basic courses, early childhood courses, and practicum experiences. Most degree requirements for an AAS degree in ECDE may be completed with day or evening, blended or on-line courses. Practicum experience must be completed during the day,

- **Basic Early Childhood Administrators Certificate**
  This 14-hour certificate is offered to students who are required by the Ohio Department of Job and Family Services to complete early childhood course work to function as an administrator of a licensed childcare center. Two years experience working in a licensed childcare center is also required by the state to be an administrator of a licensed childcare center. All courses required for this certificate are part of the AAS degree requirements, so students who earn the AAS degree will also earn the Basic Early Childhood Administrators Certificate. Please see your advisor to apply for this certificate even if you plan to pursue the full AAS degree.

- **Pre-Kindergarten Associate Teaching Licensure**
  Students completing the AAS degree, with a B or higher in all practicums and seminars, are eligible to apply for the Pre-Kindergarten Associate Teaching License, which is issued by the Ohio Department of Education.

- **Preparation to Transfer to a Baccalaureate Program**
  Many students wish to continue their education at four-year institutions. ECDE has articulation agreements with programs offering bachelor degrees in early childhood (Capital University and Union Institute & University), with baccalaureate programs offering Pre-Kindergarten through Grade Three Licensure (Ashland University, Capital University, and Otterbein University), and with Franklin University for a Bachelors of Science in Applied Management. Additional articulation agreements with other colleges are being created now.

- **Special Topics Courses for Continuing Professional Development and education**
  A variety of special topic courses are offered throughout the year for students, ECDE graduates and early childhood professionals in the community for continuing professional growth.
Career Opportunities

Early Childhood Development and Education graduates may be employed as:

- Infant/Toddler Classroom Teachers
- Preschool Classroom Teachers
- Head Start Teachers
- Public School Instructional Assistants
- School Age Program Staff
- Education Administrators
- Home Care Providers
- Childcare Center Owners
- Facilitators in Community Settings

Centers and families in the community regularly recruit ECDE students and graduates for employment. The ECDE Resource Laboratory (Union Hall 141) has an active job posting board. Ample opportunities for networking and employment connections exist among our pre-service teachers, professionals who return for additional course work, and our faculty of early childhood professionals from the central Ohio area. In addition, many students find employment at their practicum sites.

Early childhood education enjoys a rich past, a fascinating present and an exciting future. The need for highly qualified, well-educated professionals has never been greater.
Division, Department, and Program Contact Information

Dean:
Tom Habegger
159 Delaware Hall
(614) 287-5422
thabegge@csc.edu

Department of Human Services Chair:
Interim Mokie Steiskal
533 Union Hall
(614) 287-2572
msteiska@csc.edu

Office Associate:
Joan Kimbler
578 Union Hall
(614) 287-2540
jkimbler@csc.edu

Early Childhood Development and Education Program

Faculty
Melanie Adams
478 Union Hall
(614) 287-5411
madams@csc.edu

Christine Creagh
478 Union Hall
(614) 287-5805
ccreagh@csc.edu

Charvella McKaye
478 Union Hall
(614) 287-2871
cmckaye@csc.edu

Li Yang
DA-128B Delaware Campus
(740) 203-8218
lyang@csc.edu

Tricia May-Woods
478 Union Hall
(614) 287-2172
tmaywood@csc.edu

Practicum Coordinator
Angie May-Brewer
577 Union Hall
(614) 287-3650
amaybrew@csc.edu

Resource Lab Coordinator
Stacey Raymond
141 Union Hall
(614) 287-5119
sraymon1@csc.edu
The ECDE Curriculum

The ECDE Associate of Applied Science curriculum includes planned experiences in the form of courses, practicum experiences, and other learning opportunities in both general and professional studies. The ECDE Plan of Study carefully integrates courses from both areas each semester to ensure that students make effective use of their time and resources while attending Columbus State. Students graduating with their Associate of Applied Science degree in Early Childhood Development and Education will have completed 73 semester hours of coursework. The ECDE AAS Plan of Study can be found in the Appendix of this handbook.

General and Basic Studies

General and basic studies ensure competency in verbal and written English, Mathematics, Science, History, Sociology, and Psychology.

Professional Studies

Professional studies include two essential components, knowledge and application, to guide professional practice and practicum experiences to develop competence in working with young children and their families in a variety of settings. Specifically, the professional core provides theoretical knowledge and practical skills in:

- Human growth, development and education (birth through age five) with focus on cognitive, language, creative, physical, social and emotional domains

- Historical, philosophical, psychological and social foundations of Early Childhood Education

- Curriculum for young children including:
  - Establishing goals and objectives
  - Developmentally appropriate practices
  - Methodology for planning, implementing and assessing curriculum plans aligned with the Ohio Early and Development Standards
  - Creating a positive learning environment that respects human diversity
  - Using concrete materials and play as tools for enhancing development and education and learning to meet the needs of all children

- Observation and recording of children’s behavior to establish goals and objectives, provide for individual needs and appropriately guide young children
Communication and conference techniques for working with families, staff and other professionals

Awareness of issues, legislation and public policy as it affects children, families and programs for young children

Ethics and advocacy

*Practicum experience* begins once students have completed ECDE 1001, 1002, 1005, 1008, 1009, Psychology 1100 and 2261 and have been formally admitted to the Early Childhood Development and Education Program by their advisor. A one or two hour seminar accompanies each practicum experience. The following practicums/seminars must be taken in order:

- ECDE 2810/2910 - Practicum I: Infants and Toddlers
- ECDE 2820/2920 - Practicum 2: Preschool
- ECDE 2830/2930 - Practicum 3: Preschool
  or ECDE 2832/2932 - Practicum 3: Administration
  or ECDE 2833/2933 - Practicum 3: Community Setting

*For specific practicum information, please see the Practicum Handbook*

**ADMISSION POLICIES AND PROCEDURES**

Students seeking admission into the Early Childhood Development and Education Program to pursue an Associate of Applied Science degree must first be admitted to the college through records and registration; a Cougar ID card with student identification number and a student email address will be assigned at this time.

**Conditional Acceptance to the ECDE Program (Pre-ECDE status)**

Before students are eligible to register for any ECDE courses the following must be completed:

1. COMPASS Placement Test for reading, writing skills and math must be taken. Placement into ENGL 1100 Composition I or completion of ENGL 0190 Introduction to Composition is required prior to enrollment in any ECDE course. Additionally students must place beyond ‘Reading Required’ on the COMPASS test.

2. Students transferring from another college should follow admissions procedures as published in the current College Catalog. Records and Registration review college transcripts for transfer of General and Basic courses. Courses in which students have earned a “C” or better will be considered for transfer (K) credit.
The student’s assigned ECDE advisor reviews early childhood courses for transfer into Early Childhood Development and Education. Students will be asked to supply course descriptions and course syllabi to facilitate the evaluation of transfer credit for ECDE courses. This process should begin as soon as possible to prevent duplication of course work.

**Please note:** Students who have a conviction on their permanent public record may not qualify to work with young children. If you have questions regarding this please see the ECDE Practicum Coordinator. A list of Prohibited Offenses can be found in the Appendix of this handbook.

**Formal Acceptance to the ECDE Program**
Formal acceptance into the ECDE program will be completed by the student’s permanent advisor. Students must submit an ECDE Major Application to their advisor. This application can be found on the ECDE Student Community on Blackboard and in the Appendix of this handbook. Requirements include:

1. Students must have completed the following courses with a grade of ‘C’ or higher:
   - ECDE 1001 Early Childhood Guidance & Curriculum
     - Students will be required to complete an Orientation to the ECDE Program the semester they take ECDE 1001. This orientation is a course requirement for ECDE 1001. Students not attending this orientation will receive an Incomplete (I) in ECDE 1001 until they complete the orientation. Students will not be allowed to move on to other ECDE classes until they attend this orientation and receive a ‘C’ or higher in ECDE 1001.
   - ECDE 1002 Observing, Recording, and Assessment
   - PSY 1100 Introduction to Psychology
   - ECDE 1005 Social Emotional Development & Curriculum
   - ECDE 1008 Creative Curriculum
   - ECDE 1009 Language & Literacy
   - PSY 2261 Child Development

2. Students must have and maintain an overall grade point average of 2.0 or higher, a non-technical GPA of 2.0 or higher, and a technical GPA of 2.0 or higher.

**Non-Traditional Credit**
Non-traditional credit will **not** be awarded for prior work or other life experience. While this experience is valuable in that it prepares students to work with young children, it is not the same as a carefully monitored practicum experience with a degreed mentor teacher. Non-traditional credit **may** be awarded through the prior learning assessment process which includes a $50 fee.
Experience  Credit Given  Credit Hours
Child Development Associate  ECDE 1008 & 2018  6
(This applies to CDA’s earned through Action for Children professional development courses. Proof of CEU’s and CDA Certificate must be presented to student’s ECDE Advisor. Contact Action for Children at 614-224-0222 for more information about the CDA program. Please see your ECDE Advisor if you earned your CDA through another avenue.)
45 Hour In-Service Training  ECDE 2018  3
Certificate from ODE or ODJFS

* Non-Traditional Credit may not be accepted for transfer to other colleges.

Advising

When students begin at Columbus State they can receive advising services in 116 Aquinas Hall (614-287-2668) or in Union Hall 427 (614-287-2779) or via email hhsadvising@cscc.edu.

An ECDE faculty advisor is assigned to each student upon formal entry to the ECDE program (see requirements above). Students must submit a Major Application to their advisor as assigned below. This application can be found on the ECDE Student Community on Blackboard. Advisors are available to assist and advise students regarding academic concerns, early childhood career plans, and plans of study. Advisees are assigned alphabetically:

A-E  Melanie Adams  madams@cscc.edu  287-5411
F-J  Christine Creagh  ccreagh@cscc.edu  287-5805
K-O  Li Yang  lyang@cscc.edu  (740) 203-8218
P-T  Charvella McKaye  cmckaye@cscc.edu  287-2871
U-Z  Tricia May-Woods  tmaywood@cscc.edu  287-2172

See your advisor for the following:

1. To create or review your overall Plan of Study. Your Plan of Study should be completed the semester you are formally admitted to the ECDE program. This process requires an in-person advising appointment. Remember to bring your Cougar ID number.

2. To discuss transfer possibilities to four year Bachelor’s programs.

3. To discuss transfer credit from other institutions.

4. To have your Petition to Graduate form completed. Forms must first be filled out by the student online (see the Columbus State website). An
online graduate survey must also be completed. Petitions to graduate must be completed the semester prior to the graduation semester so that your advisor will have ample time to complete it and return it to you. The Petition to Graduate must be delivered to Records and Registration by the student before the final deadline. Receipts will be given by the Records and Registration Department only if requested. It is the student's responsibility to initiate and complete this petition to graduate process.

Please note: Faculty members are available each semester through Week 15 (Week 10 in summer) for advising. Advising services WILL NOT be available during Final Exam week or during college breaks. It is the student's responsibility to plan ahead and schedule advising appointments appropriately.

**Faculty-Student Communication**

Early Childhood faculty and staff are in and out of their offices a great deal. The pace is sometimes hectic, especially at the beginning and the end of the semester. We know that, despite our hectic pace, ongoing communication with students is vitally important, and the faculty is available through the following means to make that process happen.

**Student Responsibility to Access Information**

The Early Childhood and Development and Education Program goes to great lengths to offer opportunities to its students to access important information related to the program and to individual student needs. Information is provided for students via Columbus State Community College email, through Blackboard courses, and through the ECDE Student Blackboard Community. The link to the ECDE Student Blackboard Community can be found by selecting *My Organizations* and clicking the ECDE Student Community link. Information about practicums, ECDE lab information, and important announcements can be found there.

In all cases noted above, it is the student’s responsibility to access information from one or more of the multiple sources. Faculty and staff will not be using your personal email to send you email. You will need to check your CSCC email often. The information is put out there in many different forms for all students – that’s our responsibility. Making sure you take advantage of the opportunity to receive it – that’s YOUR responsibility.

**Faculty and Staff Mailboxes**

Full time faculty and staff have mailboxes in the office area, as do adjuncts. There is also a drop box (located outside of the offices) that you may use if the offices are closed.
Faculty Office Hours

Full time faculty hold office hours each week. Office hours are posted outside office doors. Although adjunct instructors do not hold formal office hours, they may be available before and after class, or an appointment can be scheduled when necessary. You can set up an appointment with faculty or adjuncts by scheduling directly with them through e-mail. It is recommended that you suggest several times you are available and your phone number and/or e-mail address.

ECDE Policies and Procedures

Attendance

Students are expected to attend all classes, arrive on time and stay for the entire class. Because all classes require a high degree of class participation, interpersonal interaction and peer evaluation, students who cannot attend class regularly, for whatever reasons, cannot demonstrate that they have achieved the expected learning outcomes defined by the ECDE department and the college.

Although points are not given for attendance, points are given for participation. Participation includes regular contributions to class discussion, active involvement in class activities, completion of in-class assignments, listening attentively, supporting others and focusing on class activities. Participation points cannot be made up. Students are expected to attend a minimum of 80% of the classes; failure to do so may result in a grade being seriously affected, depending on the assignments and class missed. If attendance is less than 80%, all participation points are forfeited and the student will forfeit one full letter grade.

Students are expected to be in class for the first class meeting of the semester. Failure to do so may result in the student being dropped from the class.

Registration into Full Sections and Late Registration

Students will not be signed into full sections of ECDE classes. Students will not be signed into an ECDE class if they miss the first day of class.

Non-payment of Fees

Students are responsible for checking their billing status to make sure they have not been dropped for non-payment. In the event that this happens, contact the instructor/s and the ECDE advisor immediately. Students must also contact the cashier’s office and if appropriate, the financial aid office. Both offices are located in Rhodes Hall. If a student is dropped from a class for non-payment of fees and the class fills before the student rectifies the situation, the student is not guaranteed a spot in the full class. If students are dropped for non-payment and
also miss the first day of class, they will not be signed into the class even if room
remains.

Assignments

Each ECDE class has a variety of assigned readings and written assignments. The expectation of the program is that for every hour spent in class, the student will spend two to three hours reading, preparing for class or completing written assignments.

All assignments, written, oral or otherwise should reflect the following:

- Show careful thought in preparation and organizing content
- Reflect college level writing
- Demonstrate appropriate communication skills
- Demonstrate and apply academic knowledge
- Meet all assignment criteria
- Be neat and professional
- Be completed on time (late assignments may receive a lower grade or may not be accepted at all)

Blackboard and Couger Web E-Mail Communication

Students are expected to use Blackboard and to regularly check their student e-mail account. The course syllabus, schedule and assignments are posted on Blackboard by each instructor. Important information is routinely communicated through student e-mail. It is the student's responsibility to use these resources. If assistance is needed, students may call the Help Desk at (614) 287-5050 or use online tutorials.

Planned and Emergency Absences

Students should avoid planned absences from class by not scheduling appointments, vacations, or other obligations during times when they are scheduled to attend class. Planned absences are not 'excused' and will result in decreased chances for success in the course. Students may not make up any assignments, in-class activities, quizzes, tests, or exams that take place during a planned absence.

In the case of a true emergency, coursework may be made up at the instructor’s discretion before the start of the next class. All make up quizzes, tests, and exams will take place in the Columbus State Testing Center.
Grading

Grading expectations are in accordance with the CSCC policy as stated in the CSCC Catalog. Each instructor will clarify his/her course expectations and methods of grading. Evaluations are made using a variety of criteria including, but not limited to essay and objective exams, projects, demonstrations, papers, teaching tools, class participation, attention to grammar, spelling, typing format in papers as well as timeliness of assignment submission. Instructors have the right to refuse any assignment that is illegible, or has serious grammatical errors.

Final course grading is based on the following scale:

- A = 90 - 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 69 – 60%
- E = 59 % or below

ECDE students must complete all ECDE course work and PSY 2261 (Child Development) with a grade of ‘C’ or better. Courses must be repeated if this requirement is not met. It is the student’s responsibility to alert his/her advisor if courses must be repeated as this may affect prerequisite courses and ultimately, their Plan of Study.

Grade Grievance Procedures

Step 1: The student must contact the instructor no later than the end of the second week of the semester following the assignment of the grade to discuss the disputed grade. If it is agreed that an error in grading was made, the instructor will submit a Grade Change Request Form. If an agreement cannot be reached, the instructor will notify the department chairperson in writing of the student’s decision to grieve a received grade within 5 business days of student contact.

Step 2: If instructor and student so not agree that a grading error has been made, student should complete a Grade Grievance form and submitting it to the department chairperson within 7 calendar days of notification of the decision. Please refer to Columbus State Community College Procedure 5-09(D) 7, 8.

Step 3: The department chairperson will make a decision as to whether to uphold the grade or not. If the department decides that the grade should be upheld, then the department chairperson will inform the student within 4 business days that s/he can appeal the decision to the college Grade Grievance Committee.

Step 4: If the student decides to appeal to the college Grade Grievance Committee, it is the department chairperson’s responsibility to provide the co-chairpersons of the committee with all documentation, both from the student and instructor. The department chairperson may ask the instructor to provide the following documents: grading procedures and highest points possible for each assignment/exam; the points actually earned by each student and how the final grade was determined; copies of any student work (such as the final exam); documentation of all communication with the student.
**Step 5:** The college Grade Grievance co-chairpersons will review the documentation and determine whether the grievance warrants a formal hearing panel and communicate such to the student, instructor, and department chairperson. If it is determined that a hearing panel is warranted, a co-chairperson of the committee will contact you with details (date, time and location) of the hearing where you will discuss the disputed grade.

The hearing panel shall consult with both the instructor and the student, separately, to determine the validity of the grade grievance based on grading procedures presented to the panel. After consideration, the hearing panel shall submit a report of its findings to the college Grade Grievance Co-Chairs, department chairperson, student and instructor with the decision that the student’s grade remain as assigned by the instructor or that the grade be changed. In the latter case, the department chairperson will authorize a change in grade. The decision of the hearing panel is final and may not be appealed.

**Repeating ECDE courses**

If a student has failed, withdrawn, or been dropped from a *course twice, the student will be blocked from registration into this course until meeting with their assigned ECDE advisor to plan for success in the course. Even if the student is not automatically blocked, it is the student’s responsibility to alert their advisor immediately of the second failed attempt at course completion. The advisor may or may not lift the block based on his or her evaluation of the student’s academic success plan. Students may be required to:

- take a preparatory course
- attend tutoring sessions, if available
- meet periodically with course instructor
- take fewer courses concurrently
- take the course in a different format (online or traditional)
- choose a more suitable program of study

If the student is permitted to enroll in the course a third time and fails, withdraws, or is dropped, the student will not be permitted to repeat the course at Columbus State and must change majors if the failed course is an ECDE program requirement.

(*See the Practicum Handbook for specific information about dropped or failed practicum courses*)

**Writing Center**

Early childhood professionals must be able to communicate effectively with others by being able to read, write and speak standard English appropriately. The Columbus State Writing Center is an excellent resource to help students improve their writing skills. All students are encouraged to utilize the Writing Center. It is imperative that students utilize the Writing Center when instructors determine their writing to be substandard.
Returning Students
Students returning to complete their degree requirements will be required to repeat key Early Childhood Development and Education courses if they have not taken ECDE courses for ten or more years or if the content has changed significantly since originally taking the course.

Americans with Disabilities Act Statement
It is the college policy to provide reasonable accommodations to students. If you need to request such accommodations because of a physical, mental or learning disability, please contact the Department of Disability Services, Eibling Hall, (614) 287-2570, so that your instructor can be properly informed of required accommodations.

Academic Conduct
To ensure attainment of the educational mission of Columbus State Community College, certain student behaviors are expected. **Students are expected to adhere to Policy #7-10 Student Code of Conduct.** This policy and procedure is available in the CSCC Student Handbook and in the College Policies and Procedure Manual. Failure to follow these policies and procedures may result in penalties up to and including expulsion from the college. Unacceptable behavior is described in great depth in the policy and includes, but is not limited to, issues of Academic Misconduct such as:

- Students will not refer to notes, texts, another student’s paper, or use other devices during an exam without the instructor’s permission
- Students will not talk or communicate in any way with another student during a quiz or exam without the instructor’s permission
- Students will not submit an assignment as their own work if the work has been done by another
- Intentional and /or unintentional plagiarism

Failure to follow these rules will result in a failing grade for the quiz, exam or the course.

Plagiarism Policy
Plagiarism, such as borrowing passages or whole documents from the Internet or presenting another author’s actual words, ideas, organization, or conclusion as one’s own, will not be tolerated. Students who borrow another writer’s material must document their sources accordingly. Students who present as their own the material written by others will be reported to the Office of Student Conduct and will be penalized. Because the penalty is severe, ranging from a zero for the assignments to a failing grade for the course to academic dismissal, all students should avoid the slightest hint that they have used borrowed material without giving complete and accurately cited credit.
Civility in the Classroom

The following guidelines will be followed in class:

• Confidentiality will be observed at all times
• Concerns will be expressed in a professional manner
• Students will arrive on time and stay for the entire class
• Assignments must be completed before class; students may not work on assignments during class
• Cell phones must be turned off; text messaging is not permitted
• Side conversations, whispering are not acceptable

Financial Aid and Scholarships

Columbus State is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through the Department of Veterans Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported each term by each instructor, and results in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.

For the purposes of financial aid reporting, a student meets the participation and attendance criteria if s/he has actively engaged in the class and demonstrated a meaningful attempt toward completion of the course. Examples of active engagement may include, but are not limited to: completing a graded course assignment (e.g., homework, quiz, essay, project, or lab); actively participating in studio or practicum sessions; making content-related contributions to an online discussion forum (including responses both to prompts and to student/instructor posts).

Students receiving financial aid should maintain close contact with their ECDE advisor regarding registration, schedule changes and grades. Changes in schedules one semester may affect your financial aid for upcoming semesters. Financial Aid may also be jeopardized if a student receives an incomplete or failing grade or if they have an ECDELM restriction on their student account for overdue lab materials.

Student Portfolios

Students should keep all syllabi with course descriptions and assignments. These documentation materials will be needed if a student chooses to transfer to another college and will be useful in creating a professional portfolio. It is also recommended that students keep a copy of the CSCC Course Catalog from the academic year they started classes in the ECDE program.
This room serves as a laboratory of instructional materials, curriculum guides, and media resources for students enrolled in early childhood course work. Space, equipment and staff are available to support student’s learning in the following ways:

- Enhance course and Practicum experience with a variety of resources and materials
- Elaborate on knowledge and ideas through interaction with peers and materials
- Expand creativity and related skills
- Create learning materials for children
- Participate in learning experiences incorporating play materials, learning games, educational kits, books, periodicals, CD’s, DVD’s, and screening and assessment tools.

The ECDE Resource Lab may be open during the day, evening and weekends. Hours are posted on the bulletin board outside the door, are recorded on the telephone’s message system, and are posted on the Blackboard ECDE Student Community. If making a special trip to campus to visit the lab, always call first. Any changes to the scheduled hours will be on the recorded message when possible. The schedule will vary from semester to semester.

Students who are enrolled in ECDE classes for a given semester may check out materials and supplies through established procedures. Overdue books and materials will result in an ECDE Lab Materials restriction (ECDELM) on the student’s college account. This prevents any activity involving the student’s Cougar ID number (students will not be able to register for classes, get grades or receive financial aid).

**Lab Fees:**
Lab fees are attached to all ECDE courses and Practicum experiences. In addition to purchasing resources and consumable materials for student use, lab fees also cover the cost of duplicating materials, forms used for Practicum experiences, and liability insurance for Practicum experience.

**Reminder:**
Lab fees are to support learning objectives for classes and Practicum experiences. Students must bring their own supplies for making materials for classrooms where they are employed.

**Children in the Resource Lab:**
Due to space and equipment that may be dangerous to children, they are not permitted in the lab. In keeping with the College policy, children also are not permitted in college classrooms.
APPENDIX
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 105</td>
<td>Mathematics 105</td>
<td>5</td>
</tr>
<tr>
<td>HIS 101</td>
<td>World History</td>
<td>3</td>
</tr>
<tr>
<td>SCI 101</td>
<td>Physics 101</td>
<td>4</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS: 17**

**Recommended Electives:**
- History
- Fine Arts
- Science

**Adviser:**

**Program:**
Early Childhood Education

**Plan of Study:**

Columbus State Community College
# Columbus State Community College

## Plan of Study

### Early Childhood Development and Education

#### Basic Early Childhood Administrators Certificate

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>G/T/B</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE 1001</td>
<td>Early Childhood &amp; Guidance &amp; Curriculum</td>
<td>T</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 1002</td>
<td>Observing, Recording, &amp; Assessment</td>
<td>T</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total:** 5

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>G/T/B</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDE 1005</td>
<td>Social Emotional Development Curriculum</td>
<td>T</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 1008</td>
<td>Creative Curriculum</td>
<td>T</td>
<td>3</td>
</tr>
<tr>
<td>ECDE 1021</td>
<td>Administration &amp; Staff Dynamics</td>
<td>T</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 9

### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>G/T/B</th>
<th>CR</th>
</tr>
</thead>
</table>

**Total:**

### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>G/T/B</th>
<th>CR</th>
</tr>
</thead>
</table>

**Total:**

### Certificates Requirements

- With completion of 12 hours in ECDE, minimum qualifications to be a childcare administrator by Ohio Child Day Care Licensing Standards will have been met, provided the candidate has two years work experience in group care of young children.

**Total Certificate Credit Hours:** 14
Prohibited Offenses

Homicide
R.C. 2903.01 - Aggravated murder
R.C. 2903.02 - Murder
R.C. 2903.03 - Voluntary manslaughter
R.C. 2903.04 - Involuntary manslaughter

Assault
R.C. 2903.11 - Felonious assault
R.C. 2903.12 - Aggravated assault
R.C. 2903.13 - Assault
R.C. 2903.16 - Failing to provide for a functionally impaired person

Menacing
R.C. 2903.15 - Permitting child abuse
R.C. 2903.21 - Aggravated menacing
R.C. 2903.211 - Menacing by stalking
R.C. 2903.22 - Menacing

Patient abuse and neglect
R.C. 2903.34 - Patient abuse, neglect

Kidnapping and related issues
R.C. 2905.01 - Kidnapping
R.C. 2905.02 - Abduction
R.C. 2905.04 - Child stealing (as this law existed prior to July 1, 1996)
R.C. 2905.05 - Criminal child enticement

Sex offenses
R.C. 2907.02 - Rape
R.C. 2907.03 - Sexual battery
R.C. 2907.04 - Unlawful sexual conduct with a minor
R.C. 2907.05 - Gross sexual imposition
R.C. 2907.06 - Sexual imposition
R.C. 2907.07 - Importuning
R.C. 2907.08 - Voyeurism
R.C. 2907.09 - Public indecency
R.C. 2907.12 - Felonious sexual penetration (as this former section of law existed)
R.C. 2907.21 - Compelling prostitution
R.C. 2907.22 - Promoting prostitution
R.C. 2907.23 - Procuring
R.C. 2907.26 - Prostitution
R.C. 2907.31 - Disseminating matter harmful to juveniles
R.C. 2907.32 - Pandering obscenity
R.C. 2907.321 - Pandering obscenity involving a minor
R.C. 2907.322 - Pandering sexually oriented material involving a minor
R.C. 2907.323 - Illegal use of a minor in nudity-oriented material or performance

Arson
R.C. 2909.02 - Aggravated arson
R.C. 2909.22 - Soliciting or providing support for act of terrorism
R.C. 2909.23 - Making terrorist threat
R.C. 2909.24 - Terrorism
R.C. 2909.03 - Arson

Robbery and Burglary
R.C. 2911.01 - Aggravated robbery
R.C. 2911.02 - Robbery
R.C. 2911.11 - Aggravated burglary
R.C. 2911.12 - Burglary

Theft and Fraud
R.C. 2913.02 - Theft, aggravated theft
R.C. 2913.03 - Unauthorized use of a vehicle
R.C. 2913.04 - Unauthorized use of property, computer, cable, or telecommunication property or service
R.C. 2913.22 - Attempt
R.C. 2913.041 - Possession or sale of unauthorized cable television device
R.C. 2913.33 - Making or using slugs
R.C. 2913.05 - Telecommunications fraud
R.C. 2913.06 - Unlawful use of telecommunications
R.C. 2913.11 - Passing bad checks
R.C. 2913.21 - Misuse of credit cards
R.C. 2913.31 - Forgery, identification card
R.C. 2913.32 - Criminal simulation
R.C. 2913.40 - Medicaid fraud
R.C. 2913.41 - Prima facie evidence of purpose to defraud
R.C. 2913.42 - Tampering with records
R.C. 2913.43 - Securing writings by deception
R.C. 2913.44 - Personating an officer
R.C. 2913.441 - Law Enforcement emblem display
R.C. 2913.45 - Defrauding creditors
R.C. 2913.46 - Illegal use of food stamps or WIC program benefits
R.C. 2913.47 - Insurance fraud
R.C. 2913.48 - Worker's compensation fraud
R.C. 2913.49 - Identity fraud

Offenses against the family
R.C. 2919.12 - Unlawful abortion
R.C. 2919.22 - Endangering children
R.C. 2919.23 - Interference with custody
R.C. 2919.24 - Contributing to unwholesomeness or delinquency of a child
R.C. 2919.25 - Domestic violence

Offenses against justice and public administration
R.C. 2921.11 - Perjury
R.C. 2921.13 - Falsification

Weapons control
R.C. 2923.12 - Carrying concealed weapon
R.C. 2923.13 - Having a weapon while under disability
R.C. 2923.16 - Improperly discharging a firearm at or into a habitation or school
R.C. 2923.01 - Conspiracy
R.C. 2923.02 - Attempt that relates to a crime specified in division 109.672 (A) (9)
R.C. 2923.03 - Complicity that relates to a crime specified in division 109.672 (A) (9)

Drug offenses
R.C. 2925.02 - Corrupting another with drugs
R.C. 2925.03 - Trafficking in drugs
R.C. 2925.04 - Illegal manufacture or cultivation of marijuana
R.C. 2925.05 - Funding of drug or marijuana trafficking
R.C. 2925.06 - Illegal administration or distribution of anabolic steroids
R.C. 2925.11 - Possession of drugs or marijuana that is not a minor drug possession offense in section R.C. 2925.01

Other
R.C. 959.13 - Cruelty to animals
R.C. 2905.01 - Extortion
R.C. 3716.11 - Placing harmful objects in food or confection
R.C. 2909.04 - Disrupting public services
R.C. 2909.05 - Vandalism
R.C. 2917.01 - Initing to violence
R.C. 2917.02 - Aggravated riot
R.C. 2917.03 - Riot
R.C. 2917.31 - Inducing panic
R.C. 2921.03 - Intimidation
R.C. 2921.34 - Escape
R.C. 2921.35 - Aiding escape or resistance to authority
R.C. 2927.12 - Ethnic intimidation
R.C. 4511.19 - Operating vehicle under the influence of alcohol or drugs - OVI (Two violations within a five year period. This means two violations within a five year period that extends five years before the date of application for hire for employees and before the date of license application for owners/administrator or two violations within any five year period after hire or licensure.)

This is a prescribed form which must be used to meet the requirements of rules 5101:2-12-26 and 5101:2-13-26 of the Administrative Code.