Child Development Associate ~ Dial Virtual School

Welcome to Child Development Associate (CDA) online. This **YEAR LONG** course is designed to guide Juniors/Seniors toward earning CDA certification in South Dakota.

Communication

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Family, health and education are the first three systems that determine children's healthy growth and development. The 4th system is child care where so many children spend their first formative years. Research makes it very clear that the single most important determinant of a child's educational performance is how good the teacher is. The goal of this class is to help you develop your competency.

Class Expectations

In an online class, you have responsibility for your own learning and I will support you in your learning process. Here are some ways to make this a positive experience:

- Because this course is online, it is important for you to ask questions whenever you need to. I am available through e-mail or cell phone and will get back to you as soon as possible.
- Even though this is an online class, we will still have opportunities for interaction with classmates and do "hands-on" activities. Blackboard Ultra (https://dial.blackboard.com, will be used for class information, assignments, assessments, and discussions.
- It is important for you to do your own work on the assignments, projects and quizzes. It is also importantfor you and the other students at your site (if there are other students) to be able to figure things out together and to learn with each other. If you're not sure about how to do something, ask your classmates. If they aren't sure either, post a question to the discussion board. Work together—but do your own work. **Using other people's ideas, works, pictures or any other content is illegal.**
- You can contact me at the email address above. E-mails will be replied to as promptly as possible. If I will be away for an extended time, I will let you know by email or by posting a message om *Announcements* in Blackboard.
- You, your facilitator or your parent/guardian can also ask to schedule a video conference if you need extra help or would like to talk to me face-to-face.
- I am interested in hearing your comments and questions and in helping you to learn the course material. If you feel frustrated with the course, or just need to ask a few questions, **please** email or call me or ask your facilitator so your questions are answered and you can move forward.

Course Components

- Maintaining a commitment to professionalism
- Planning a safe, healthy, learning environment
- Principles of child development
- Steps to advance children's physical & intellectual development
- Observing and recording children's behavior
- Positive ways to support children's social and emotional development
- Strategies to establish productive relationships with parents
- Strategies to manage and effective program operation

Textbooks and Instructional Materials

The textbook used for this class is *Essentials for Working with Young Children Third Edition.* You will also use a variety of internet resources. On your computer, be sure to start a folder for this class to store and organize your electronic work. Always check directions and rubrics for assignments and projects before handing them in so that they are **complete** and you receive all the points you deserve.

Class Policies and Procedures

Attendance & Class Time: This class is on-line, so different sites will have students working at different times. It is best for all of the students at your school in this class to work in the same room at the same time, so you can help each other. Your school should schedule this class during one of your regular class hours. **It is important for you to work on this class during the assigned time. It is very easy to fall behind and very difficult to catchup once you're behind.** When you have a question or are unsure about what to do next, it is your responsibility to find a solution to resolve the situation and move forward. Your facilitator will take attendance and handle excuses when you are late or absent for class, according to your school's policy. Please remember that all correspondence is kept and can be checked later so there will be a record of whether you contacted me and what was said.

If you miss class for a school related event or an illness, please allow some extra time to work on this course. You'll need to get caught up right away. The course will be easier if you're working on the same assignments as the other students at your site.

Student Behavior: To successfully complete this course, you need to be working during your class time. Your facilitator will handle any discipline issues according to your school's discipline policy. All assignments and projects must contain content that is appropriate for a K-12 classroom. Assignments or projects containing inappropriate material will not be accepted and may result in a 0 or, in extreme cases, removal from the course.

Assignments & Projects: You must do your own assignments and projects. Again, it is important to remember that using other people's ideas, works, pictures, or any other content is illegal.

Unexcused late work will always have points deducted. Work not turned in within a week after the due date will likely receive a zero. Meeting assignment and discussion deadlines in your course is vital to earning a good grade.

You should hand in work by submitting it through Blackboard. The module assignment will clearly tell you how to submit the assignments. If you have questions or are having trouble, call or e-mail me. You must keep working through the course in order to finish by the end of the year. Assignments, projects, or quizzes that are not completed by the end of the semester will receive a grade of 0 which will be included in your course grade. There is plenty of time to finish the course if you work during every scheduled class time.

***Remember: You are responsible for your learning in online classes more than in any other classroom situation!**

Grading Procedures

Some modules will have quizzes or tests. These will be taken through an online quiz site. **Quizzes must be taken while the class facilitator is present for credit to be given.** Modules will also have discussions, projects and other ways to demonstrate your knowledge or skills gained. Your assignments and quizzes are graded based on the maximum number of points possible. The number of points allowed for each assignment, project, or quiz is shown near the top on each assignment or in the *Content* section of the course. The number of points that you earn will be divided by the number of points possible to determine your percentage. The percentage that you earn determines your course grade based on the grading scale used at your school. **Both you and your facilitator will receive your grades periodically and your facilitator will enter the grades in your school's grading system.**