Submit original with signatures + 1 copy + electronic copy to UAF Governance. See [http://www.ua.gov/faculty/](http://www.ua.gov/faculty/) for a complete description of the rules governing curriculum & course changes.

## TRIAL COURSE OR NEW COURSE PROPOSAL

<table>
<thead>
<tr>
<th>SUBMITTED BY:</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Department of Social and Human Development</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Veronica Plumb</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:vplumb@alaska.edu">vplumb@alaska.edu</a></td>
</tr>
</tbody>
</table>

1. **ACTION DESIRED**
   - [ ] Trial Course
   - [x] New Course

2. **COURSE IDENTIFICATION:**
   - Dept: ECE
   - Course #: 305
   - No. of Credits: 3

3. **PROPOSED COURSE TITLE:** Social Emotional Development: Reflection and Practice

4. **To be CROSS LISTED?**
   - [ ] Yes
   - [x] No

5. **To be STACKED?**
   - [ ] Yes
   - [x] No

6. **FREQUENCY OF OFFERING:**
   - Spring-er as demand warrants. ECE 305 will be offered through an optional 11-week schedule or traditional 15-week schedule. The attached syllabus demonstrates an 11-week schedule.

7. **SEMESTER & YEAR OF FIRST OFFERING (if approved)**
   - Fall 2012

8. **COURSE FORMAT:**
   - NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.
   - COURSE FORMAT:
     - (check all that apply)
     - [x] 6 weeks to full semester
   - OTHER FORMAT (specify)
   - Mode of delivery (specify lecture, field trips, labs, etc):
   - Lecture

9. **CONTACT HOURS PER WEEK:**
   - LECTURE: 3 hours/weeks
   - LAB: 0 hours/week
   - PRACTICUM: 0 hours/week

   Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-6000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.ua.gov/ua.gov/faculty/](http://www.ua.gov/ua.gov/faculty/) for more information on number of credits.

   OTHER HOURS (specify type)
10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

ECE F305 Social Emotional Development: Reflection and Practice 3 credits

Examination of the many ways teachers can help young children with their social development by addressing the common problems and situations that arise in teaching all children between the ages of 3 and 6 years. Development of strategies to improve teacher practices that will support social and emotional competence. (3 + 0 + 0)
Prerequisite: ENGL 211X or 213X Recommended: ECE 104, ECE 107 and ECE 140

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities  S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES [ ] NO [X]

IF YES, check which core requirements it could be used to fulfill:
O = Oral Intensive, W = Writing Intensive,
Format 6  Format 7  Natural Science, Format 8

12. COURSE REPEATABILITY:

Is this course repeatable for credit? [YES [ ] NO [X]

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? [N/A TIMES]

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? [N/A CREDITS]

13. GRADING SYSTEM: Specify only one.

LETTER: [X] PASS/FAIL: [ ]

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES

Engl 211X or 213X Recommended: ECE 104, ECE 107 and ECE 140

These will be required before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS

N/A

16. PROPOSED COURSE FEES $0.00

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? [Yes/No]

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? [Yes/No]

If yes, give semester, year, course #, etc.: [ ]
18. ESTIMATED IMPACT
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
ECF 305 will be offered cross-regionally through distance delivery methods or from the UAF campus. When the class is offered within the local Fairbanks campus, facilities/space will have minimal impact.

19. LIBRARY COLLECTIONS
Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No [ ] Yes [X] February 1, 2011: Library collections are adequate. If we need anything, let them know.

20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo)

Not aware of any programs/departments that will be affected by this proposed action.

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

There are no known negative or positive impacts on other courses, programs and departments.

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Negative social behavior in preschool children is rising. Early Childhood teachers in Alaska as well as nationally have reported that they are concerned about growing classroom management problems and are feeling unequipped to handle them. The result is higher numbers of children who are unable to learn or function socially in a classroom environment. Teaching staff of children need additional assistance in their work preparing children to be ready to learn – to be able to cooperate, make sound choices, follow directions, and demonstrate self-control (self-regulation).

ECF 305 Social Emotional Development: Reflection and Practice focuses on children aged 3 – 6 years of age and builds on the broad information on social and emotional development introduced in ECE 140 Positive Social Development, constructing in-depth knowledge and skill development in strategies for enhancing social and emotional development without de-emphasizing cognitive development. By enhancing teacher awareness, developing strategies supportive of a well-regulated classroom, children will develop excitement and curiosity about learning; which in turn will help children build confidence that they can succeed (motivational qualities). Through appropriate curriculum, children will have opportunity to constructively begin to understand the feelings and perspectives of others, control their own feelings and behaviors, and learn to get along with their peers and teachers (socioemotional skills).

Research has show that the social and emotional development of young children, particularly self-regulation is a key to school readiness and success. Difficult behavior exhibits itself at younger and younger ages – way before children begin kindergarten. With difficult behavior, a pattern of rejection and negative social experiences also begins early. Early experiences of rejection can have effects on emotions and behavior of people way beyond elementary school. Skills for working with young children and their families appropriately can reverse situations of persistent physical aggression, high-school dropout rates, adolescent delinquency, and antisocial behaviors; all of which have been associated with early childhood behavior problems.

So that there is opportunity for in-depth study on the whole spectrum of social and emotional development, an additional class is being proposed: ECE 304W Attachment and Social Development also builds upon ECE 140 Positive Social Development focusing on the ages of birth up to 3-years. ECE 304W expands awareness by helping teaching staff and caregivers promote positive social and emotional development by focusing on relationships children form with those around them.

ECF 305 will be offered through an optional 11-week schedule or traditional 15-week schedule. Working with rural students, the CDFS program has been facilitating classes through a pilot program with an 11-week schedule. With this schedule, classes begin later in fall and end earlier in spring, we have found that this diverse schedule meets the needs of students that participate in subsistence activities during fall and spring, helping them attend classes and complete course work. During the two semesters that this scheduling has been used, there has been lower course drop-rates and higher completion that in other ECE courses that are offered the full length of the semester.
<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature, Chair, College/School Curriculum Council for:</td>
<td></td>
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<tr>
<td>Signature, Dean, College/School of:</td>
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<tr>
<td>Signature of Provost (if applicable)</td>
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<tr>
<td>Offerings above the level of approved programs must be approved in advance by the Provost.</td>
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<td>ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE</td>
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<tr>
<td>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</td>
<td>Date</td>
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</table>

**ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)**

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<tr>
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<td>Date</td>
</tr>
<tr>
<td>Signature, Dean, College/School of:</td>
<td>Date</td>
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</tbody>
</table>
February 1, 2011; Library collections are adequate. If we need anything, let them know.

20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Include information on the programs/departments contacted (e.g., email, memo)
Not aware of any programs/departments that will be affected by this proposed action.

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.
There are no known negative or positive impacts on other courses, programs and departments.

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to
scrutinize course change and new course applications to make sure that the quality
of UAF education is not lowered as a result of the proposed change. Please address
this in your response. This section needs to be self-explanatory. Use as much
space as needed to fully justify the proposed course.

The proposed action is in response to early childhood workforce demand and the need for development of
additional information and skill in the area of social emotional development of preschool aged children.

The course will be offered through an optional 11-week schedule or traditional 15-week schedule. Working
with rural students, the CDFA program has been facilitating classes though a pilot program on a 11-week
schedule. When this schedule is used, classes begin later in fall and end with the semester dates, and begin
with the semester schedule in spring and end in early April. This schedule is meeting the needs of students
that participate in subsistence activities in the fall and springs, helping them attend all classes, complete
course work in a timely manner. Through the two semesters that this schedule has been used, there has
been lower drop-out and higher completion rates in the pilot classes.

APPROVALS:

Veronica McSida
Signature, Chair, Program/Department of: Child Dev and Fam Studies
Date 9/29/2011

Sara Bealling
Signature, Chair, College/School Curriculum Council for: CRCD
Date 10/5/2011

Pete Taylor
Signature, Dean, College/School of: CRCD
Date 10/7/11

Signature of Provost (if applicable)
Offerings above the level of approved programs must be approved in advance by the Provost.
UNIVERSITY OF ALASKA FAIRBANKS
College of Rural and Community Development
Child Development and Family Studies (CDFS)

Course Syllabus

Course Title: Social Emotional Development: Reflection and Practice
Course No: ECE 305
Credits: 3 (3 + 0 + 0)
Prerequisites: Engl 211X or 213X  Recommended: ECE 107 and ECE 140
Instructor: Veronica Plumb
604 Barnette Street  Suite 220

Phone: 455-2038
E-mail: vmplumb@alaska.edu
Office or Contact hours: Instructor will post office hours for students at first class.
Location: Distance Delivered possibly in conjunction with local Fairbanks site.
Dates: TBA 2012
Times: TBA
ECE 305 will meet 20 times for 2 hours over the duration of 11 weeks.

Text:


Assorted articles that will be handed out in class.

Course Description:
Examination of the many ways teachers can help young children with their social development by addressing the common problems and situations that arise in teaching all children between the ages of 3 and 6 years. Development of strategies to improve teacher practices that will support social and emotional competence.

Course Goals:
Students will develop understanding of the social and emotional development of young children aged 3 to 6 years of age as they actively observe, interpret and develop opportunities for the learning enhancement of all children.
**Student Learning Objectives:**

At the end of this course students will be able to:

1. Analyze how social and emotional development is a deeply intertwined process that shapes, prepares and guides children through their life experiences.
2. Interpret social, moral and sociomoral development.
3. Assess their abilities to support leadership and autonomy in preschoolers.
4. Distinguish strategies to support better self-regulation in children through the use of a well-regulated classroom environment.
5. Synthesize the relationships between classroom organization, provided activities and adult child interactions to support a moral classroom.

**NAEYC Standards addressed in this course:**

Standard 2: Building family and community relations

Standard 3: Observing, documenting and assessing to support young children and their families

Standard 4: Using developmentally effective approaches to connect children and families

Standard 6: Becoming a Professional

**Instructional Methods:**

The method of instruction will be a combination of reading assignments, Blackboard, audio conferencing. Audio lectures will be recorded and blackboard discussion forums continually monitored. Students will demonstrate their understandings of course content and proficiency of skill through assignments and discussion. All assignments will be communicated through the assignments section of the course Bb site. Other communication will take place through email.

**Requirements and Assignments:**

- **Reading Responses:** One written response for each chapter of the text will be completed and turned in through the assignments section of Blackboard.

- **Class Discussion Facilitation:** The class will be divided into four groups for discussion development and facilitation. Each small group will be assigned a specific reading and be responsible for the discussion of the reading with the whole class. Small groups will work together to decide discussion starter questions and who will be responsible for the discussion of each. All members of small groups will be responsible for a minimum of one discussion question.

- **Homework:** Each student will be responsible for participating in observations of children within group settings. The two assignments will take approximately 4 hours each to complete.

- **Final Assignment:** Reflecting on your readings, discussions and observations, please write a scholarly paper sharing your thoughts and ideas about social and emotional development of young children. Consider and discuss, home as well as group environments in conjunction with social, moral and sociomoral behaviors and attitudes. Explain how you would to keep all children interested and engaged
in daily activities though a diverse array of teaching strategies that support knowledge construction around appropriate social conventions. Include research to support your findings.

- **Ending Reflection:** Write an ending reflection to share what you have learned and how you will support the development of social and emotional development of young children.

**Course Evaluation:**
A letter grade will be issued for participants. Note that you must receive a C or higher for this course to count towards your CDEV BA Degree. Grading is based on:

- Reading assignments responses (10@10 pts ea) 100 25%
- Class Discussion Facilitation 100 25%
- Homework observations (2 @ 35 points each) 70 17.5%
- Final Assignment 100 25%
- Ending Reflections 30 7.5%

**Total 400 100%**

All coursework will be evaluated on the following:

a) Organization
b) Clarity
c) Consistency of thought and format
d) Reflection of course content
e) Thoughtful assimilation/accommodation with evidence of conceptual connections and understanding of content
f) Written work contains no or few distracting elements such as spelling errors.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>A = 100% - 90%</td>
<td>400-360</td>
<td>An honor grade. Demonstrates your work has met and exceeded criteria (a) through (f).</td>
</tr>
<tr>
<td>B = 89% - 80%</td>
<td>359-320</td>
<td>Better than the average. Demonstrates that your work has met and moderately reflected criteria (a) through (f).</td>
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<tr>
<td>C = 79% - 70%</td>
<td>319-280</td>
<td>Average. Demonstrates that your work has barely met and reflected moderately on criteria (a) through (f).</td>
</tr>
<tr>
<td>D = 69% - 60%</td>
<td>279-240</td>
<td>Below average. Demonstrates that your work has not met one or more criteria (a) through (f).</td>
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<tr>
<td>F = belcw 60 %</td>
<td>239- below</td>
<td>Student was not able to meet 60% or more of criteria (a) through (f).</td>
</tr>
</tbody>
</table>

**Draft Class Calendar spring 2013**
When the class is to be offered, appropriate dates for the semester will be used.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic and Assignment</th>
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</table>
| 1) Tuesday | **In class today**
          | * Review course expectations; introductions; Following discussion will include thoughts for field experiences and small-group break outs. |
| January 24 | **Preparation for next class:**
          | Reading Assignment: Chapter1 Katz,McClellan Text                                      |
All classes will be recorded
To retrieve recording at a later date:
Dial 1-800-230-8546
Use your normal participant pin which is 8930399.
You will be asked to give the date in a 6 digit number. For the September 10
class meeting it would be 091008.
You will then be asked to give the chapter code. We will use 0
Listings for retrieval codes of following days will be posted on the
announcement page of blackboard.

<table>
<thead>
<tr>
<th>2) Thursday</th>
<th>In class today:</th>
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<tbody>
<tr>
<td>January 26</td>
<td>- Social Competence definition.</td>
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<td></td>
<td>- Assign readings to small groups</td>
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<td></td>
<td><strong>Preparation for next class:</strong></td>
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<td></td>
<td>- First facilitation assignment (Small groups will facilitate discussion on</td>
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<td></td>
<td>Tuesday January 31).</td>
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<td></td>
<td>- Reading Assignment: Chapters 2 and 3 Katz, Mc Clellan Text</td>
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<tr>
<th>3) Tuesday</th>
<th>In class today:</th>
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<tbody>
<tr>
<td>January 31</td>
<td>- Creating the Context in conjunction with practice for enhancing for</td>
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<tr>
<td></td>
<td>social development and competence</td>
</tr>
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<td></td>
<td><strong>Preparation for next class:</strong></td>
</tr>
<tr>
<td></td>
<td>- Second facilitation assignment (Small group will facilitate discussion</td>
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<td></td>
<td>on Tuesday February 7).</td>
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<tr>
<th>4) Thursday</th>
<th>Homework: Child Observation (4 hours)</th>
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<tbody>
<tr>
<td>February 2</td>
<td>Observe children in 3 different indoor settings for approximately 1 hour</td>
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<tr>
<td></td>
<td>each. Note the following:</td>
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<td></td>
<td>what are children doing,</td>
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<td></td>
<td>what and who are they interacting with.</td>
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<td></td>
<td>how is the interaction taking place</td>
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<td></td>
<td>how do adults fit into the perspective</td>
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<td></td>
<td>How does what you see fit in with your previous readings and discussion?</td>
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<td></td>
<td><strong>Preparation for next class:</strong></td>
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<tr>
<td></td>
<td>Small group discussion sharing observations.</td>
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<td></td>
<td>Each person needs to prepare 1 discussion point to share with small group.</td>
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<td></td>
<td>Each group will pick a group leader that will share points with larger group.</td>
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<thead>
<tr>
<th>5) Tuesday</th>
<th>In class today:</th>
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</thead>
<tbody>
<tr>
<td>February 7</td>
<td>- Small group discussion sharing observations.</td>
</tr>
<tr>
<td></td>
<td>Each person needs to prepare 1 discussion point to share with small group.</td>
</tr>
<tr>
<td></td>
<td>Each group will pick a group leader that will share points with larger group.</td>
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<td></td>
<td><strong>Preparation for next class:</strong></td>
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<tr>
<td></td>
<td>- Reading Assignment: Chapter 1 Devries, Zan Text</td>
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<tr>
<td>Date</td>
<td>Activity</td>
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<td>------------</td>
<td>--------------------------------------------------------------------------</td>
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<tr>
<td>Wednesday</td>
<td>In class today:</td>
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<td>- What is defined by the phrase “Moral Classroom”?</td>
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<td>Thursday</td>
<td>Preparation for next class:</td>
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<tr>
<td></td>
<td>Third facilitation assignment (Small group will facilitate discussion on Tuesday February 14).</td>
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<tr>
<td>Tuesday</td>
<td>In class today:</td>
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<td></td>
<td>- Small group facilitation / discussion on third reading assignment</td>
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<td></td>
<td>- Preparation for next class:</td>
</tr>
<tr>
<td></td>
<td>- Reading Assignment: Chapters 3 and 4 Devries, Zan Text</td>
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<tr>
<td>Thursday</td>
<td>In class today:</td>
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<tr>
<td></td>
<td>- How Sociomoral development affects child development and how to develop a healthy sociomoral atmosphere.</td>
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<tr>
<td></td>
<td>Preparation for next class:</td>
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<tr>
<td></td>
<td>- Reading Assignment: Chapter 9 DeVries, Zan Text</td>
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<tr>
<td></td>
<td>- Chapters 1 and 2 Gartrell Text</td>
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<tr>
<td>Tuesday</td>
<td>In class today:</td>
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<td></td>
<td>- Small group facilitation / discussion on fourth reading assignment</td>
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<td></td>
<td>Preparation for next class:</td>
</tr>
<tr>
<td></td>
<td>- Reading Assignment: Chapter 9 DeVries, Zan Text</td>
</tr>
<tr>
<td></td>
<td>- Chapters 1 and 2 Gartrell Text</td>
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<tr>
<td>Thursday</td>
<td>In class today:</td>
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<td></td>
<td>- Social and Moral Discussions</td>
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<td></td>
<td>- Patience or understanding correlates with misbehavior or mistaken behavior</td>
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<td></td>
<td>Preparation for next class:</td>
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<tr>
<td></td>
<td>- Fifth facilitation assignment. (Small group will facilitate discussion on Thursday February 28). (Beyond Time out 1 &amp; 2)</td>
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<tr>
<td>Tuesday</td>
<td>In class today:</td>
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<tr>
<td></td>
<td>- Small group facilitation / discussion on fifth reading assignment</td>
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<td></td>
<td>Preparation for next class:</td>
</tr>
<tr>
<td></td>
<td>- Reading Assignment: Chapter 5 Katz,McClellen Text</td>
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<td></td>
<td>- Chapter 7 Gartrell Text</td>
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<tr>
<td>Thursday</td>
<td>In class today:</td>
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<td></td>
<td>- Strengthening specific components of social competence</td>
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<td>- Sustainment within the classroom</td>
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<td>Tuesday</td>
<td>In class today:</td>
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<td></td>
<td>- Instructor explanations of final projects</td>
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<td></td>
<td>- Questions and Discussion</td>
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<td></td>
<td>Preparation for next class:</td>
</tr>
<tr>
<td></td>
<td>- Decide on research or classroom project final assignment</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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</tbody>
</table>
| 14) Thursday March 8 | In class today:  
- Small group discussions regarding sites and brainstorming project designs.  
Preparation for next class:  
Begin starting action on final assignment  
Each person bring 1 point for class discussion. Topic: concerns and considerations. |
| Tuesday March 13 | No Class Meeting / Spring Break                                                                                                                   |
| Thursday March 15 | No Class Meeting / Spring Break                                                                                                                  |
| 15) Tuesday March 20 | In class today:  
- Whole group discussions / Concerns and Challenges  
Preparation for next class:  
Reading Assignment:  
Chapter 16 Devries, Zan Text  
Begin reading Beyond Ecophobia, have reading completed and prepare for group discussion on March 29. Each person should bring a minimum of 1 discussion topic related to the reading and personal experiences. |
| 16) Thursday March 22 | In class today:  
- The difficult child  
Preparation for next class:                                                                                                                  |
| 17) Tuesday March 27 | Homework; Child Observation: (4 hours)  
Observe children in 3 different outdoor settings for approximately 1 hour each. Note the following:  
what are children doing,  
what and who are they interacting with.  
how is the interaction taking place  
how do adults fit into the perspective  
Please provide a synopsis of each observation. Conclude with a reflection comparing the different observations in conjunction with information from readings and class lecture.  
Be prepared to discuss your observations within your small group. |
| 18) Thursday March 29 | In class today:  
- Group discussion on Sobel reading, Beyond Ecophobia                                                                                         |
| 19) Tuesday April 3 | In class today:  
- Small individual sharing of project or research                                                                                               |
| 20) Thursday April 5 | In class today:  
- Closing of class, Continued small individual sharing of project completion  
Both written reports on Final projects due by midnight DATE.                                                                                   |
**Student Support Services:**
The University has many student support programs. If you need assistance please contact any of the following service programs or departments.

**UAOnline**
http://uaconline.alaska.edu/
Your resource for transcripts, accounts and other personal information

**Disabilities Services:**
The Child Development and Family Studies program will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities. Disability Services provide a variety of services to assure equal access for all students. Interpreting services, educational assistants, note taking, and exam accommodations for students are the most frequently provided accommodations.

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. (203 WHIT, 474-7043) I will work with the Office of Disabilities Services to provide reasonable accommodation to students with disabilities.

Disability services also provides assistance to the university's rural campuses; Bristol Bay, Chukchi, Interior-Alutians, Kuskokwim, and Northwest. Questions should be directed to the Director of Disability Services at (907)-474-5655.
http://www.uaf.edu/disability/

Representatives from the office also regularly meet students in the CTCC building. Check with the CTCC student services for more information, 455-2851 or 2849.

UAF Office of Disability Services 612 N. Chandalar, PO Box 755590 University of Alaska Fairbanks Fairbanks, Alaska 99775-5590
Phone: (907) 474-5655 | TTY: (907) 474-1827 | Fax: (907) 474-5688
E-mail: fydso@alaska.edu

**Writing Center**
http://www.alaska.edu/english/studentresources/writing/
The Writing Center is a student-staffed, student-oriented service of the English Department.

801 Gruening Bldg., P.O. Box 755720
Fairbanks, Alaska 99775-5720
Phone: (907) 474-5314 Fax: 1-800-478-5246

* The UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject via telephone and fax or over the Internet. Students can call 907-474-5314 for information on how to fax a paper and have it tutored over the telephone, or engage in an interactive Internet session. Both services are free.

**Rural Students Services**
http://www.uaf.edu/ruralss/
Rural Student Services (RSS) is an academic advising department with over 35 years of experience in working with students from all over the state of Alaska. We are here to assist you in achieving student success by linking you to current information pertinent to your education, lifestyle, and goals. RSS is known for its welcoming and friendly environment. Many students find meaningful connection at UAF through RSS. We can help you with:

- Academic requirements
- Registration for classes
- Finding financial aid
- Explaining housing options
- Declaring a major
- Career exploration

CONTACT US AT:
P.O. box 756320, Fairbanks, AK 99775-6320
1-888-478-1452 (toll free within Alaska) or (907) 474-7871
Email us at fyrss@uaf.edu

Library Services for off campus students
http://library.uaf.edu/offcampus

Off-Campus Library Services is a unit set up to serve rural UAF students and faculty who do not have access to appropriate information resources in their town or village. We work in support of The College of Rural & Community Development and The Center for Distance Education and Independent Learning.

We can supply your information needs for the courses you are taking. For example, if a research paper is required in the teleconference or correspondence course that you are taking, you can contact us, explain your information need, and we will send library materials to you so that you can write your paper.

Contact us at Off-Campus Services, Elmer E. Rasmuson Library
310 Tanana Loop, PO Box 756800
Fairbanks, Alaska USA 99775-6800
Phone: 1-800-478-5348 Email: fyddl@uaf.edu

For more off campus help go to:
http://www.uaf.edu/library/instruction/ls101/other/Distance_Resources.html

Computer, Internet and Software

**Problem: you cannot get your email** Make sure your Internet connection is working; to test it, you can try to go to a new web page and see if it loads.

- If you are having problems with a UAF account, you will need to contact the UAF help desk 1.800.478.4667. If it is another company’s account, you will need to contact their customer support. There is very little we can do to assist you as we have no control or access to the computers that serve the email.
- Check with your email program’s Help.

**Problem: you forgot your password**
- Only the organization that issued your password can do anything to change it. You will need to contact them. For UAF email and Blackboard it is the UAF help desk
1.800.478.4667. For most web services there is a link you can click if you forgot your password. I also recommend writing them down somewhere for back up.

**Problem:** you are having problems with Blackboard

- You will need to contact the Blackboard administrator, at: http://classes.uaf.edu/
  
  Office of Information Technology Help Desk 474.6564 or 1.800.478.4667