



## CCC240 Collection File II Syllabus

### Course Information

Credits	1
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

### Description

This course is the continuation of compiling a teaching portfolio. The method of instruction will utilize the resource library and various web sites. Assessment of the course includes written and assigned activities.

### Textbooks

none

### Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

### Competencies

1. Uses resources (electronic and print) to locate break-away activities (songs/fingerplays).
2. Uses resources (electronic and print) to locate nutritional snacks.
3. Develops a picture file suitable for use with toddlers.
4. Creates bulletin boards which creatively incorporate children's names, pictures, or works.
5. Creates flannel board stories/magnet board stories/folder stories.
6. Creates file folder games for use with toddlers and preschoolers.
7. Creates original board games for use with preschoolers.
8. Writes and creates puppets for original puppet stories.
9. Writes an original big book for use with toddlers.
10. Designs an interactive bulletin board for use with preschoolers.
11. Creates a storytelling file.

12. Organizes materials in a logical way for ease of use.

## Guidelines for Success

### Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

### GRADING CRITERIA

Grades are earned using a point system. Grade percentage is determined by calculating number of points earned divided by the number of points available. Points are earned for daily assignments and quarterly projects.

#### Grading Scale

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59%-Below	F

### Attendance

If a student will be absent, he or she must call the instructor before class begins in order for the absence to be excused. If a student knows in advance of an absence, he or she may tell the instructor at that time. Any other absence is considered unexcused.

Excused lab time is made up by substituting in the lab for another student or observing at another child care facility. Unexcused absences result in a loss of daily points as well as points available for that day in the lab.

## Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: [ssscoordinator@washburn.edu](mailto:ssscoordinator@washburn.edu)

