



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**CHILD CARE AND DEVELOPMENT PORTFOLIO
CHC5736 2 Credit Hour**

Student Level:

This course is open to students on the college level in their Sophomore year, or those seeking assistance in completing the CDA Portfolio.

Catalog Description:

CHC5736 - CHILD CARE AND DEVELOPMENT PORTFOLIO (1 hr)

This class is designed for students who will be working with children ages birth through eight. Students will compile and evaluate an assessment portfolio of lesson plans and resources designed to show competence in a variety of areas, which will also meet the requirements of the CDA portfolio. Students will prepare for professional interviews.

Prerequisites:

No prerequisites required for this course.

Controlling Purpose:

This course is designed for students who will be working with children ages birth through eight. Students will compile and evaluate an assessment portfolio of lesson plans and resources designed to show competence in a variety of areas, which will also meet the requirements of the CDA portfolio. Students will prepare for professional interviews.

Learner Outcomes:

Upon completion of this course the student will:

1. Analyze all elements to include in the portfolio and revise accordingly.
2. Complete an assessment portfolio which addresses the areas of
 - a. Safe healthy learning environment.
 - b. Physical and intellectual competence.
 - c. Social and emotional development.
 - d. Positive guidance.
 - e. Positive and Productive relationships with families.
 - f. Program Management responsive to participant needs.
 - g. Commitment to Professionalism.

3. Prepare for professional interviews.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student’s achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: ANALYZE ITEMS TO BE INCLUDED						
Outcomes: Upon Completion of this unit, students will successfully analyze all elements to include in the portfolio and revise accordingly.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Analyze all items to be included in the Assessment Portfolio.
						According to item analysis, revise any potential artifacts.

UNIT 2: PRODUCE A COMPLETE ASSESSMENT PORTFOLIO

Outcomes: Upon Completion of this unit, students will successfully complete an assessment portfolio.

A	B	C	D	F	N	Specific Competencies
						To be addressed in Assessment Portfolio:
						Safe healthy learning environment.
						Physical and intellectual competence.
						Social and emotional development.
						Positive guidance.
						Positive and productive relationships with families.
						Program management responsive to participant needs.
						Commitment to professionalism.

UNIT 3: PREPARE FOR PROFESSIONAL INTERVIEWS

Outcomes: Upon Completion of this unit, students will successfully prepare for professional interviews.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Investigate proper interview etiquette.
						Investigate proper interview attire.
						Participate in a practice professional interview.

Projects Required:

- Students will produce a complete Assessment Portfolio addressing all required elements.
- Students will complete a practice professional interview.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission, and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching, and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.