

may not be applied to courses which have previously been used to meet certificate, degree, and/or transfer certification requirements.

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal ("forgiveness") policy covering substandard course work.

College Transcripts

Each student who has an academic record on file at Cerro Coso Community College is entitled to two official transcripts of record without charge. After the two free transcripts are redeemed, students can access or order transcripts or educational records via Certree or Parchment. Information about ordering can be found here: <https://www.cerrocoso.edu/services-and-resources/admissions/transcripts.html>.

Computer Acceptable Use Policy

When logging into a computer that is the property of Cerro Coso Community College, users acknowledge notice of, and agree to comply with, the Kern Community College District's acceptable use policy contained in Board Policy 3720 and associated administrative procedures. Moreover, the District reserves the right to monitor all use of network and computer systems and users have no expectation of privacy in the use of network and computer resources.

- The use of computer resources for cheating, plagiarism, furnishing false information, or other acts of academic dishonesty is prohibited.
- The use of computer systems shall not interfere with the work of employees or students nor disrupt the normal operation of the Colleges/District.
- The insertion of data into a computer system to deliberately cause problems resulting in extra work or downtime is prohibited.
- Computer use which monopolizes resources; network use which creates unnecessary network traffic; broadcast of inappropriate electronic mail and messages; transmission of electronic chain letters or other requests for money; and distribution or circulation of media known to contain computer viruses are prohibited.
- Copying, distributing (either free or for monetary gain), or receiving copyrighted software or electronic information without paying the specified fee (U.S. copyright laws) are prohibited.
- Unauthorized sharing and/or attempting to access computer accounts, or accessing codes and passwords of other users are prohibited.
- Unauthorized commercial or business use of Colleges/District computer resources for individual or private gain is prohibited.
- Use of College/District computer resources to intentionally transmit, receive, or copy obscene or abusive materials is prohibited.
- Use of College/District computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related violates state and federal laws and District policy and is prohibited.
- The Electronic Communications Privacy Act (federal law) includes electronic mail and messages in the same category as U.S. mail and telephone calls and defines unauthorized attempts to access another user's information as unlawful behavior; such behavior is prohibited.

Academic Honesty

The administration, faculty, and staff at Cerro Coso Community College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student's achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one's endeavors.

Accordingly, this realization further requires that each student exert every effort to maintain these standards.

Plagiarism and Cheating

Source: Regulations at California State University, Long Beach, General Catalog, 1990-1991, page 56.

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another, failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, cheat sheets, or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism, as defined, and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

The Academic Senate of Cerro Coso Community College enforces District Administrative Procedure 5500 as the following:

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a responsibility for reporting the misconduct. The student may face a range of sanctions as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating or plagiarism e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense.

A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

Academic Help

Learning Resource Center (LRC)

The LRC comprises the Library, the Learning Assistance Center (LAC), instructional classrooms, and a virtual branch of the Kern County Law Library. Unless otherwise posted, the LRC is open Monday through Friday.

Learning Assistance Center (LAC)

The LAC, located within the Learning Resource Center at each Cerro Coso campus, provides a variety of instructional support services for students enrolled in academic and vocational courses: peer-to-peer learning assistance for many



ACADEMIC INTEGRITY



[Home](#) > [Campus Life](#) > [Student Conduct](#) > [Academic Integrity](#)

[Standards of Student Conduct](#)

[Academic Integrity](#)

[Title IX & Sexual Misconduct](#)

All course submissions, whether in draft or final form, to meet course requirements (including a paper, project, exam, computer program, oral presentation, or other work) must either be the student's own, original work, or must clearly acknowledge any other source used. This includes any use of generative artificial intelligence (AI).

DEFINITIONS OF PLAGIARISM AND CHEATING

1) **Definition of Plagiarism** - Plagiarism is defined as the act of using the ideas or works as one's own without giving credit to the source, including artificially-generated content. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include but are not limited to, the following: the submission of work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts, or conclusions that rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from the verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

2) **Definition of Cheating** - Cheating is defined as the act of obtaining, attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless the such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included is plagiarism as defined and altering or interfering with the grading procedures.

Generative AI

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI to develop any content of an assignment and should default to disclosing such assistance when in doubt.

Individual course instructors have the authority to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Such policies will be identified in the course syllabus and clearly communicated to students in their course orientation materials. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. Students determined to be using generative AI tools inconsistently with the course syllabus will be subject to the college's student conduct policy.





Academic Dishonesty

We expect you to conduct yourself in a way that reflects good standards of behavior. Consider the rights of others and demonstrate decency, morality, and honesty in social relationships and with members of our campus community.

Cheating and Plagiarism

Cerro Coso takes academic honesty very seriously and has policies that specifically address cheating and plagiarism. The college and instructors use tools and resources to catch incidents of cheating or plagiarism and will impose consequences when cheating or plagiarism is found to have occurred. Be sure to make sure you know and understand expectations for academic honesty. You can find more information, including definitions of cheating and plagiarism by clicking the items of interest link on this page.

- **Plagiarism** – act of using the ideas or work of another person(s) as if they were one's own, without giving credit to the source. Includes failing to attribute quotations in a paper, buying a paper, turning in a paper written by someone else, etc.
- **Cheating** – act of obtaining, attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Includes cheat sheets, copying, unauthorized collaboration, etc.

Commit to academic integrity and perform at your best without plagiarizing or cheating. Our librarians offer a research class to help you identify and cite sources properly and can point you to additional study resources. For more information review our Student Code of Conduct located in our website.



I would like to learn more about citing sources and student conduct.

Syllabus Requirements

What goes on your syllabus is partly a contractual requirement and partly a matter of personal experience and preference.

The following components are required by the faculty contract (Article 4.C.4):

- The faculty member shall provide current course orientation materials to each student on the first day of class, and discuss orally the course content. The materials will minimally include the following: approximate dates of outside activities; an **approximate weekly assignment plan**; an **approximate examination schedule**; **grading criteria**; **contact information**; **availability of accommodations and policies for students with disabilities**; and **general rules that will affect student grades** (such as, drop/add deadlines, withdrawal deadlines, tardiness, student class participation). A copy of the orientation materials shall be provided to the supervising administrator upon request.

The contract language identifies these as “orientation materials,” not as a syllabus straight up. But while it is possible to provide these materials separately from the syllabus, the overwhelming majority of instructors include them in the syllabus as a best practice.

An additional component required not by the contract but by our accrediting agency is a list of the course's **student learning outcomes**.

In addition to what's absolutely required, instructors have found some of the following desirable:

- Active participation guidelines
- Course description
- Course content
- Textbooks
- Where to get tutoring help
- Grading rubrics
- **Plagiarism and cheating statement**
- Acceptance of late work rules
- Submission guidelines
- Important dates
- Expectations of students
- Expectations of instructor
- Regular effective contact statement
- Online discussion guidelines
- Extra/helpful resources

Make sure to visit the other entries on this resource site that concern the syllabus, including those for the syllabus template and sample syllabuses.

For more information,

- Contact your faculty chair, CCA campus representative, or educational administrator
-

CRITICAL THINKING THROUGH LITERATURE

Dr. Yvonne Mills CRN: 51150

Email:

yvonne.mills@cerrocoso.edu

Student Hours:

Student hours are available by appointment only during summer. Please message me on Pronto to set up a Zoom meeting to discuss course work.

Office Phone:

(760) 872-5333

(Please note that this phone will not be answered over summer.)

Communication:

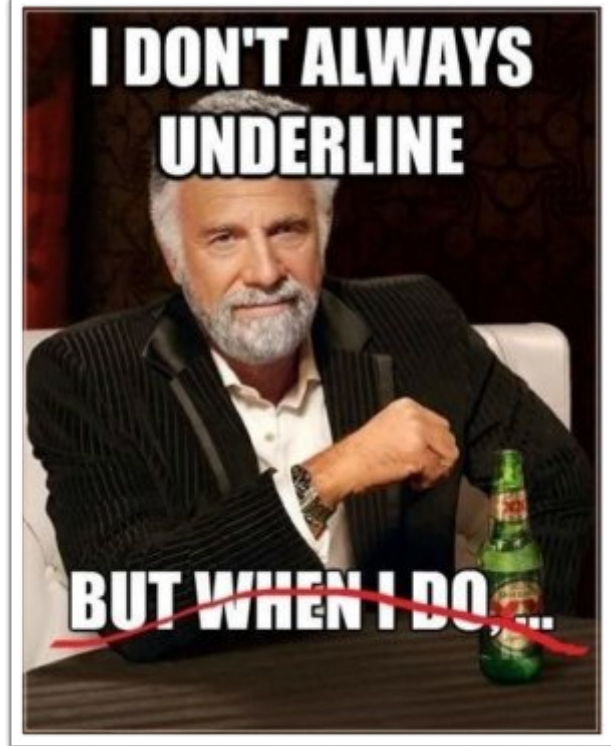
- I will be available via appointment on Zoom.
- Students should use Pronto (preferred) or email/Canvas Inbox to communicate with me. Please only use email/Canvas Inbox for lengthy messages.
- Messages will be returned within 48 hours of receipt or on the next business day for messages received over the weekend. Pronto messages will usually be returned more quickly.

Course Description

In this composition course for transfer to four-year institutions, students develop composition, analytical, and critical reasoning skills through study of literary works (fiction, poetry, and drama). The course emphasizes critical analysis, principles of logic, use of research, and presentation of carefully-reasoned written arguments while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. Students write several expository essays demonstrating sophisticated application of critical thinking skills to literature (total: 8,000 words).

Additional Course Information

We will seek to read literature with an eye to what it is we, as human beings and citizens of the world, can learn from it about ourselves as individuals and the world at large. Students will be asked to engage critically with the works we read, seamlessly incorporating source material, to expand their abilities to argue





Required Texts and Films

- *Ruined* by Lynn Nottage (available as an eBook through the Cerro Coso Library)
- “Brokeback Mountain” by Annie Proulx (available online through *The New Yorker*)
- *Writing and Literature: Composition as Inquiry, Learning, Thinking, and Communication* by Tanya Long Bennett (OER text provided in Canvas)
- *Creating Literary Analysis* by Ryan Cordell and John Pennington (OER text provided in Canvas)
- Required films (available for purchase or streaming from various online platforms):
 - ◆ *Brokeback Mountain*

in convincing ways. Your success will be dependent on careful and critical reading of the assigned texts and your ability to compose clear, persuasive and thoroughly supported arguments about what you have read.

What is it like taking an online English class in summer?

Even though we do not meet in the classroom, you will be responsible for completing all the work your peers do in a regular, on-campus 16-week course. You are not losing anything; instead, you will be completing all your work online. The requirements for this course may seem somewhat aggressive, especially if this is your first experience with an online course (and especially a compressed schedule course). Part of this is because you will be required to *read* all the lectures and view any PowerPoint presentations, YouTube videos, read all the assigned stories, plays and poetry while posting responses to the discussion board, answering questions, learning vocabulary, and of course, writing essays, among other tasks/activities. Your peers spend four hours per week in the classroom and approximately 8-12 hours on homework per week during the regular semester. You can also expect to spend at least that much time (if not more, since we are working through materials twice as quickly) so with class and



Readings Policy of the Cerro Coso English Department

All associate and transfer-level English courses at Cerro Coso Community College require the reading of at least one novel or other work of imaginative literature. In these works students may encounter material that challenges their viewpoints and/or beliefs. The English department feels strongly that a student's ability to examine carefully and write seriously on ideas that he or she may not agree with is a crucially important critical thinking and interpersonal skill in our diverse community. For this reason, alternative materials will not be assigned. If a student feels that he or she simply cannot study the works assigned, then the student should consider dropping the class.

homework, approximately 12-16 hours per week (class time + homework time) – and this does not always include reading time! Some of your assignments will be posted for others to see and reply to (think of this as class discussion time), some will be submitted directly to me through the assignment link, and formal papers are submitted to the assignment link which links to turnitin.com (a plagiarism check site). There will also be a number of group assignments. Because of the rapid pace of this class, we will be using peer review and group work extensively to ensure that you get many eyes on your assignments before you turn them in to me. making an appointment with me for virtual student hours.

We will strive to form a community of support in which we will count on each other to be successful in the course. For the most part, I will not have time during this short term to read multiple drafts of assignments, but you will have the opportunity to revise low-scoring essays.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Compose thesis-driven arguments to suit a variety of rhetorical situations, including interpretation, evaluation, and analysis, supporting them with a variety of appropriate textual evidence and examples and demonstrating appropriate academic discourse and the conventions of literary analysis.
2. Critically read, analyze, compare, and evaluate complex literary texts.
3. Find, analyze, interpret, and evaluate primary and secondary sources, incorporating them into written work using appropriate documentation format without plagiarism.



Student Responsibility and Conduct

- Log in and complete work a *minimum* of two times per week.
- Use Pronto to ask general questions about the course.
- Maintain active participation as outlined in the section titled "Positive Attendance."
- Review feedback on assignments and work to incorporate suggestions for improvement on revisions and future assignments.
- Review all Announcements and read Weekly Overviews.
- Make use of the Canvas Community tutorials and FAQs to become familiar with the Canvas platform and functionality: <https://community.canvaslms.com/>
- Maintain academic tone in all correspondence and discussions.
- Follow the Student Code of Conduct for classroom behavior and speech. This includes avoiding profanity or engaging in speech that disrespects others based on gender, religion, ethnicity, ability and/or sexual preference.
- Make use of available resources such as NetTutor, the Cerro Coso Library, Writing Center consultants, Student Hours and/or Cerro Coso tutors.

Positive Attendance/Participation/Drop Policy

Drops: Please note it is the student's responsibility to drop a course that he/she does not plan on completing. You will receive a grade if you do not drop the course before the drop date.

Since 2013-2014, the Cerro Coso Community College Catalog has included the following statement about participation and attendance. Please read the following insert very carefully, noticing my clarifications in parentheses:

•Regular active participation is expected of all students enrolled in the college. Students not actively participating may be dropped from the course. A student shall be dropped by the instructor for lack of active participation prior to the census (20%) date and any time up to the 60% date when the student is not actively participating. A student also shall be dropped by the instructor anytime up to the 60% date when he or she has been absent from or not actively participating in class for the total of two consecutive weeks. Students also may be dropped when non-consecutive absences number the equivalent of two (or more) weeks of the course.

•In my ENGL 102 students will be dropped when they fail to participate for a total of two weeks (either consecutively or non-consecutively). Remember that it is not enough for students to merely log on to Canvas. They have to actively participate in the class, i.e., engage in the course's designed learning activities: participate in discussions, submit homework and papers, ask for feedback, etc. Please note that submission of plagiarized work does not constitute "active participation" and students who plagiarize repeatedly may be dropped for lack of participation in class activities.

•It is the responsibility of the student to be aware of his or her current attendance/participation status. Students who have been not actively participating in a course should notify the instructor of the reason. Notification in no way relieves the students of responsibility for work missed. Students are responsible for officially withdrawing from any course in which they no longer wish to be enrolled. Non-attendance/non-participation does not release the student from this responsibility.

•Drop dates for this semester can be found in the Important Dates section.

***Note:** The course Canvas shell will be made available to students on Friday, June 7. Students must log in to the course on Canvas before 8pm on the first official weekday of the semester (Monday, June 10), or they will be dropped.

Instructor Responsibility

- **Response to communication:** I will usually respond to emails and Pronto messages within 48 hours, although this may vary more over the summer. Pronto messages generally receive quicker responses than emails.
- **Discussion Response:** I will provide feedback on your posts weekly. While every post may not get a response every week within the discussion thread, I will provide you with regular feedback on your progress in the Discussion portion of the class.
- **Assignment response:** Assignments are generally graded within one week of the due date. Essays may take up to two weeks.
- **Announcements:** Announcements will be sent out via Pronto and Canvas. Announcements will be used to provide updates, general feedback or share additional resources. (Please turn on Announcement notifications in your Canvas Account.)

Academic Honesty

Plagiarism Defined

According to *Appendix 4F8D* of the Student Conduct Policy, “plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one’s own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.”

Cheating and plagiarism have serious consequences. This is a writing and research course, so you will regularly be using outside sources to further your arguments. Learning how to cite those sources properly will be a key component of this class. We will spend time learning how to use our sources appropriately and conduct the research necessary for success on research-based essays that require secondary sources. Even using a short passage from someone else’s work without properly citing the source is considered plagiarism.

Types of Plagiarism

Copying another student’s work is not “sharing” or “working together.” It is cheating and will face consequences. While I encourage you to work together and share ideas, the words that you ultimately write down should be your own. Furthermore, student work in this class should be original. Students may not recycle old work from previous classes and submit it as original.

Furthermore, passing off AI-generated writing, including work heavily laundered by such services as Grammarly, Microsoft Word Editor, QuillBot, or ChatGPT as any portion of submitted work is expressly forbidden. A paper or discussion does not need to be 100-percent AI-generated to be considered plagiarized.

Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotations marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another’s writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.”

Consequences of Plagiarism

The standard penalty for plagiarism in any form is a 0 on the assignment. Upon identification of plagiarism, previously-submitted work may be re-checked and retroactively scored as zero if any plagiarism is detected.

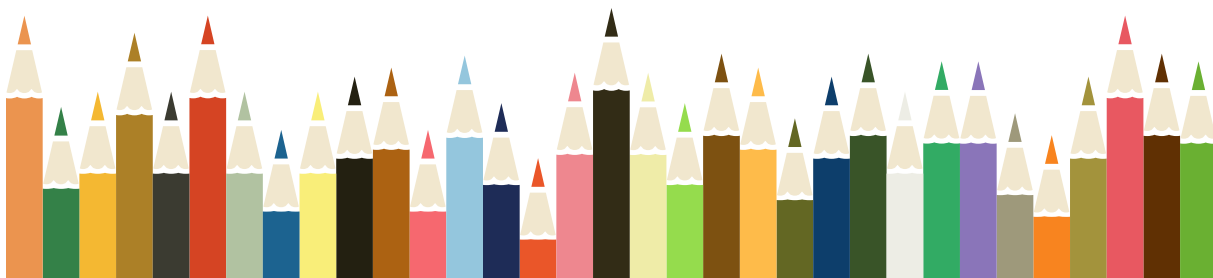
However, as enforced by *District Policy 4F8G*, the CC Catalog additionally states that “Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of many options, which may be as severe as giving the student a

failing grade for the course. Furthermore, the student may face other penalties as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense."

Keep in mind that plagiarism is prohibited in all college coursework, including homework, and that paraphrasing without citing the original source is just as serious as neglecting to provide citations for direct quotes.

All course work this semester will be run through plagiarism detection software, including AI detection software.

Note*: Class discussion, group work and peer review work are considered the free exchange of ideas: build upon ideas you get in class and make them your own as you write your papers. You do not need to cite classmates or professors for *ideas* generated in discussions or suggestions received on essay drafts. However, you may not take word for word another student's work. We will regularly be sharing drafts of our work throughout the semester, so be careful when using another student's ideas, as stealing from their writing will be considered plagiarism and will result in the same consequences as stealing from a website or other source.



**Cerro Coso Community College
COLL C101
Spring 2024- CRN 33063**

Course Name: COLL C101 – Foundations for Success in College and Life

Start: January 16, 2024 / **End:** May 10, 2024

Meeting Time: Thursdays 5:45 PM-8:55 PM

Instructor: Professor Carlson

Textbook:

This course uses an Open Education Resource textbook. Various sections and chapters will be provided to students in their college packets and in the Canvas course.

Rice University (2020). *College Success*. Houston: Rice University. Senior contributing author Amy Baldwin, University of Central Arkansas

Important Dates:

- Tuesday, January 16, 2024- Spring instruction begins
- Sunday, January 28, 2024- Last day to drop *without* a "W"
- Monday, February 19, 2024- Washington Day (no classes, college closed)
- Friday, March 22, 2024- Last day to drop *with* a "W"
- March 25-29, 2024- Spring Break (no classes)
- May 6-10, 2024- Final Exams
- Friday, May 10, 2024- Spring instruction ends

Course Description:

This course emphasizes effective strategies that can be applied in college and life. It focuses on lifelong understanding and development of the self in physical, social, and psychological aspects. Course content includes time management, note-taking, memory skills, reading comprehension, and exam preparation. Topics such as goal setting, decision making, career choice, transfer preparation, and healthy lifestyles are also explored. The course introduces a variety of campus and internet resources. Advisory: ENGL C101.

Student Learning Outcomes:

Upon completion of the course, the student will be able to...

1. Apply strategies for lifelong learning and development.
2. Implement strategies to use time effectively.
3. Implement appropriate lifestyle changes to improve physiological and psychological well-being.

Disability Accommodation:

Students who have a verifiable disability and need academic accommodations and/or services, should complete a Student Inquiry Form. Once the Student Inquiry form is received by a Cerro Coso counselor, the application for Cerro Coso's Disabled Student Program and Services (DSPS) will be sent to you through mail.

Plagiarism and Cheating: According to the Cerro Coso Student Conduct Policy (2010):

"Plagiarism is defined as the act of using the ideas or work of another person or person as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate reference, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: submission of a work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own word. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations" (p. 11).

The Academic Senate of Cerro Coso Community College enforces the District Policy 4F8G as the following:

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of options, which may be as severe as giving the student a failing grade for the course. Furthermore, the student may face other penalties as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating, e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense. A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures. (www.cerrocoso.edu/studentservices/plagiarism-policy, August 3, 2018)

Class Policies & Rules:

- 1.) Regular active participation is required in this class. Active participation counts as contributing to class discussions/activities AND turning in homework, assignments, and quizzes.
- 2.) If you do not actively participate in the equivalent of two weeks of class (does not have to be consecutive) you **will** be dropped from the course, up to the final drop date. After the final drop date, you can no longer be dropped from the course, and will receive whatever grade you earn.
- 3.) If you decide to drop this course, it is **your** responsibility to officially drop yourself by submitting a Registration Withdraw form prior to the final drop date.
- 4.) Read your syllabus closely; you will not be reminded of due dates.
- 5.) Assignments turned in without your name will receive zero points.
- 6.) Be familiar with the Cerro Coso Plagiarism Policy as it is enforced in this class.
- 7.) Positively participate in class.
- 8.) Use language appropriate to a college class.
- 9.) No personal attacks--- you can disagree without being disagreeable.
- 10.) Turn in assignments complete and on time.
- 11.) Inappropriate, disrespectful, and/or disruptive behavior will not be tolerated.
- 12.) To be successful in this course you must participate actively and complete all outside class assignments on time. Generally, students should expect to spend an average of 2-3 hours outside of class (homework) for every hour spent in class. To be successful in COLL C101 over the semester you will need to dedicate 4-6 hours each week to homework.
- 13.) Using text language (for example: ttyl, omg, lol, is not tolerated in this class). Take the time to write out each word. You will be penalized points if you use text language for any assignment.

Cerro Coso Community College
CHDV C100 Principles and Practices of Teaching Young Children
Online, Spring 2024
CRN 33021

If you would like the syllabus provided in a different format, please let me know!

Instructor: Vivian Baker

Email: vbaker@cerrocoso.edu

Office: #341 IWV Campus (primarily virtual) **Phone:** 760-384-6182

Online Office Hours: Mondays 8:00 a.m.-12:00p.m and additional virtual hours available upon request

Course Description: This course provides historical context and theoretical perspectives of developmentally appropriate practices in early care and education for children from birth to age eight. The course emphasizes best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development. Topics include professional ethics, career pathways, professional standards, and the typical roles and expectations of early childhood educators. Students are required to observe children in a group setting. Advisory: ENGL C101 & LIBR C101

Required Readings: We will be reading from an online (**free**) textbook.

- Principles and Practices of Teaching Young Children (Stephens et al.). (2021, February 16). [https://socialsci.libretexts.org/Bookshelves/Early_Childhood_Education/Principles_and_Practices_of_Teaching_Young_Children_\(Stephens_et_al.\)](https://socialsci.libretexts.org/Bookshelves/Early_Childhood_Education/Principles_and_Practices_of_Teaching_Young_Children_(Stephens_et_al.))
 - Links to each chapter will be provided in the course. I'll also provide a download option if you'd like to save it to read offline.
 - **You do not need to purchase a book!** If you would like to have a printed copy, you may purchase one through the bookstore.
- A variety of handouts, articles and videos including material from the following:
 - [Preschool Program Guidelines](#)
 - [The Preschool Learning Foundations](#)
 - [The Integrated Nature of Learning](#)

Student Learning Outcomes: Upon completion of the course, the student will be able to

- Compare and contrast historical and current early childhood education settings, issues, and perspectives.
- Identify the roles, requirements, and responsibilities of early childhood teachers as professional educators.
- Explain how the foundational knowledge of child development and learning theories inform environments, pedagogy, and interactions in early care and education settings.

Active Participation and Attendance Policies

Participation in weekly discussion and group activities is imperative. Guidelines for participation in weekly discussions is available later in this document and is posted on our main class page –you are responsible to thoroughly read and review the expectations and rubric. Various activities may be assigned relating to the reading for the week. You are expected to remain current on the assigned readings. *Weekly participation points cannot be made up.*

Cerro Coso College Catalog now includes the following statement about participation and attendance. Please read the following insert very carefully, *noticing my emphases in **bold***:

- Regular active participation is expected of all students enrolled in the college.
- Students not actively participating in a course *may* be dropped from the course. The active participation practice for each course is established by the instructor and communicated in the course syllabus. Instructors are responsible for maintaining accurate records of active participation.
- A student whose *pattern of participation shows him or her to be inactive shall be dropped* by the instructor prior to the Last Day to Withdraw without a W on the Permanent Record.
- **Logging in is NOT actively participating, you MUST engage in learning activities.**
- *Active participation in this class means that you are engaged in the course’s designed learning activities: participate in discussions, submit homework and papers, ask for feedback, etc.*
- **Students shall be dropped for lack of participation, no later than 14 consecutive days after they have stopped participating.**

Last Day to Withdraw Without a W on the Permanent Record (also known as the “20% date”)

A student whose pattern of participation shows him or her to be inactive shall be dropped by the instructor prior to the Last Day to Withdraw without a W on the Permanent Record.

- Students will be considered inactive prior to the Last Day to Withdraw Without a W and dropped from the course if any two of the following four assignments are not completed by the end of the second week: 1) self-introduction in the discussion forum, 2) setting goals, and 3) back up plan.
- Additionally, to continue to be considered active, students must actively engage in the course learning activities during week 2, including posting and participating in the discussion.

Last Day to Withdraw With a W on the Permanent Record (60% date)

A student also shall be dropped by the instructor anytime up to the 60% date when he or she has not been actively participating in class for a total of two consecutive weeks.

- **In order to be considered actively participating up to the Last Day to Withdraw With a W, students must post sufficient responses in the weekly discussion forums, submit completed homework exercises, and attempt quizzes.**
- A student also *shall* be dropped by the instructor anytime up to the 60% date when he or she has been absent from or not actively participating in class for the total of two consecutive weeks, or the equivalent amount of time for a short-term class.
- Students *MAY* be dropped when non-consecutive absences number the equivalent of two weeks of the course, or the equivalent amount of time for a short-term class, recorded from the first day of instruction.
- While it is the responsibility of instructors to communicate attendance and participation practices and to apply them uniformly to all students, it is the responsibility of the student to be aware of his or her current attendance/participation status.
- Students who know they will be absent or not actively participating in a course should notify the instructor of the reason. Notification in no way requires the faculty member to excuse the absence and in no way relieves the student of responsibility for completing and submitting missed work.

Students are responsible for officially withdrawing from any course in which they no longer wish to be enrolled. Non-attendance/non-participation does not release the student from this responsibility.

Remember that it is not enough for students merely to login to Canvas to "attend" class. You must actively participate in the class, i.e., engage in the course's designed learning activities: participate in discussions, and submit homework and papers. This class teaches, reinforces, and assesses course content using a variety of learning modes. **Very brief posts/responses in the discussion will not be considered active participation.**

Drop Dates

- 10% Date 2/21/24– Last day to drop class with full refund
- 20% Date 2/28/24 – Last day to drop class with no record on transcripts (without a W)
- 60% Date 4/9/24 – Last day to drop class with a W on transcripts. After 4/9/24 only a counselor can drop you from the course, and only for special circumstances.

Cerro Coso Academic Integrity Policy

According to the Cerro Coso Student Conduct Policy:

Plagiarism

Plagiarism is defined as the act of using the ideas or works as one's own without giving credit to the source, including artificially-generated content. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. (KCCD administrative procedure 5500)

Acknowledgement

Acknowledgement of an original author or source must be made through appropriate reference, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the Spring 2024

following: the submission of a work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Caution

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Consequences of Plagiarism

As allowed by District Policy 4F8G, "Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of options, which may be as severe as giving a failing grade for the course. Furthermore, the student may face other penalties as stated in the college's Student Conduct Policy. Finally, it must be understood that "a student who knowingly aids in another student's cheating, e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense." Penalties for plagiarism will include failure on the particular assignment and may include a failing grade in the course, an official report of academic dishonesty, suspension, or expulsion.

Class Accessibility

Students who have verified learning disabilities and need assistive services or who, due to a sensory or processing disability, require alternative media formats of class materials should contact the Access Office at (760) 384-6250 or [visit the DSPS page](#).

- This course contains a variety of resources, including several videos. All videos are Closed Captioned, and generally should not require special software/plugins on your computer. If you have difficulty with the videos, or accessing any other resource in the course, please immediately contact me.
- You are an online student, and the Access program –DSPS is here to support you as an online learner. There are several resources that can be made available to you, even at a distance. Here is a list of only a few of the resources that you might benefit from: accommodations such as books in alternative format (e-text, or audio), extended time for tests, access to specialized equipment such as e-book readers and speech recognition software.
- If you think you have a disability, or need of assistive services, but currently have no documentation, DSPS may be able to help you. All information will be kept confidential.

Basic Needs

If you face challenges securing your basic needs, you are not alone. Any student who is experiencing difficulty with transportation, affording materials for classes, accessing food on a regular basis, maintaining mental and physical well-being, and/or lacking a safe place to live, is encouraged to contact our [basic needs center](#).