College of the Redwoods

Course Information

ECE 20: Mentoring and Adult Supervision in Children's Programs

Semester & Year: Summer 2024
Course ID & Section #: ECE-20-V8387
Instructor's name: Alicia Chivington
Day/Time of required meetings: Online
Location: Online
Course units: 2

Instructor Contact Information

Office location: Online
Office hours: By appointment
Phone number: 707-382-5250
Email address: alicia-chivington@redwoods.edu

Catalog Description

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders.

Course Student Learning Outcomes

1. Individualize mentoring and supervision strategies based on the roles and developmental stages of adult learners
2. Demonstrate the competency in communication and reflective practices when working with diverse adult populations
3. Use a variety of personnel, program, and environmental assessment tools to inform leadership decisions

An understanding of child development is useful for understanding course content. The following courses are recommended but not required:

ECE2 - Child Growth & Development
ECE5 - The Child in the Family and in the Community
ECE7 - Introduction to Early Childhood Curriculum

Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury

- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the **LIGHT Center** ⬈ **(https://www.redwoods.edu/dsps/DSPS-Home/LIGHT-Center)** , counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact **Disability Services and Programs for Students (DSPS)** ⬈ **(https://www.redwoods.edu/dsps/)** . If you are unsure whether you qualify, please contact DSPS for a consultation: **dsps@redwoods.edu. (mailto:dsps@redwoods.edu)**

Eureka: 707-476-4280, Student Services Building, first floor
Del Norte: 707-465-2324, Main Building, near the library
Klamath-Trinity: 707-476-4280

Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

The following online resources are available to support your success as a student:

- **CR-Online (https://www.redwoods.edu/online)** (Comprehensive information for online students)
- **Library Articles & Databases (https://redwoods.libguides.com/az.php)**
- **Canvas help and tutorials** ⬈ **(https://www.redwoods.edu/online/NewHome/Canvas-Resources-Home)** **(https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf)**
- **Online Tutoring Resources (https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredwoods.libguides.com%2FTutoring%2FOnline&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=IPQnFsRsujkzGkSNI2eqR4ofcCFQuSN6PcfuoYRnp5s%3D&reserved=0)**

To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.

Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

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Community College Student Health and Wellness ▲

If you are in distress or are with someone at risk right now, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or TEXT 741-741

Timely Care

When you're feeling under the weather physically or distressed mentally, you can find the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. Visit **TimelyCARE** ⤴ **(https://www.timelycare.com/redwoods)** .

Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.
Contact info
Text: 707-496-2856
Email: **shawnabmft@gmail.com (mailto:shawnabmft@gmail.com)**
Fax: 707-237-2318 (voicemail can be left via fax)

Wellness Central

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges **Wellness Central** ⤴ **(https://cvc.edu/wellness/)** .

Counseling ▲

Counseling & Advising ⤴ **(https://www.redwoods.edu/counseling/)** can assist students in need of academic advising and professional counseling services. Visit the Welcome Center in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

Basic Needs Center ▲

The Basic Needs Center ↪ **(https://www.redwoods.edu/student-services/Home/Basic-Needs)** provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Students can also **submit a request for services and information** ↪ **(https://cm.maxient.com/reportingform.php?Redwoods&layout_id=7)** online.

Contact info
Phone: 707-476-4153
Email: the-grove@redwoods.edu

Learning Resource Center ▲

Learning Resource Center includes the following resources for students:

- **Library Services (https://www.redwoods.edu/library)** to promote information literacy and provide organized information resources.
- **Multicultural & Diversity Center (https://www.redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center)**
- **Academic Support Center (https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fasc%2F&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTil6Ik1haWwiLCJXVCl6Mn0%3D%7C3000%7C%7C%7C&sdata=Riz9ZxeBWEWFm69aT5OdIdMsHyFsoonUcvZJLf5yQ1I%3D&reserved=0)** – offers tutoring and test proctoring for CR students.
- **Student Tech Help (https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fsts&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTil6Ik1haWwiLCJXVCl6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FJ23kPg%2FGw0UgR98LB1fPf7GIk7JzRZUBESsb1Vzf%2BQ%3D&reserved=0)** – provides students with assistance around a variety of tech problems.

Extended Opportunity Programs & Services (EOPS) ▲

Extended Opportunity Programs & Services (EOPS) ↪ **(https://www.redwoods.edu/student-services/Home/EOPS)** provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and

personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

TRiO Student Success Program ▲

The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in **Eureka (https://www.redwoods.edu/trio/eureka)** or in **Del Norte (https://www.redwoods.edu/delnorte/TRiO)** .

Veterans Resource Center ▲

The **Veteran's Resource Center (https://www.redwoods.edu/student-services/Home/Vets)** supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

CalWORKS ▲

CalWORKs ▣ **(https://www.redwoods.edu/calworks)** – California Work Opportunity & Responsibility to Kids (CalWORKs). Provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF benefits), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

Other Verbiage you can include if you want:

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Evaluation & Grading Policy

Your final grade will be based on the total points you have earned throughout the semester. After each assignment is graded your point value will be posted into the Canvas grade book. You will be able to keep track of your total points throughout the semester at the course Canvas site.

Assignments are due by 11:59 P.M. on the due date given. Late assignments are accepted but must be approved and will be marked down a full letter grade.

A grade of "C" is considered "satisfactory, a "B" is good and an "A" is excellent. *Please remember that Community Care Licensing and the Commission on Teacher Credentialing only accept grades of "C" or better. Although a "D" grade is considered passing, it will not meet the requirements to be a fully qualified Title 22 program director or to earn a child development permit.

Students may be dropped from the course at the faculty's discretion if you have failed to log into the course and submit assignments or post into the discussion forums for over two weeks or if the points attained indicate that you are failing the class. Please reach out to me if you have a situation where you are not able to participate on a regular basis due to a documentable reason and I will work with you to find a solution.

An excellent student demonstrates initiative. The difference between doing what is spelled out in the assignment and thinking about how to deepen the assignment what demonstrates excellence. By taking it to the next level you are demonstrating your advanced leaning and commitment to excelling.

Course Grade

94 to 100 =   A

90 to 93.99 =   A-

86 to 89.99 =   B+

83 to 85.99 =   B

80 to 82.99 =   B-

76 to 79.99 =   C+

70 to 75.99 =   C

60 to 69.99 =   D*

0 to 59.99 =   F

Assignment	Points	Description	Details	SLO

Weekly Discussions (8)	8*4=32	Post each (and every) week and Reply to at least 2 students each week	**Post your response to the prompt.** Weekly postings are a minimum of 250 to 350 words in length and must reflect an understanding of the written (text, lecture, and articles) materials, critical thinking on the topics and citations from the materials you read that support your views (text, articles, lectures). You must cite from the readings (not just the lecture) in your initial weekly post. You will provide page numbers and author's name in your citations.) You must also relate the readings to your personal life and work experiences. You initial post should be complete by Wednesday. **Reply to at least 2 other students** Responses are a minimum of 100 words and must thoughtfully discuss the ideas presented in the post to which you are responding. Reponses should be complete by Saturday at midnight.	2. Demonstrate the competency in communication and reflective practices when working with diverse adult populations
Canvas Quiz	5	Introduction Quiz on Canvas and Course Content	The 1st Quiz is about Canvas and the syllabus, and you can take it as many times as you would like.	

Assessment and Evaluation PowerPoint	15	Recorded PowerPoint Presentation on Program Assessment and Teacher Evaluation.	Students will identify common tools used for program assessment and employee evaluations and describe how these can inform program decisions. Students will create and record presentation and upload it to the Assessment and Evaluation PowerPoint Discussion Board.	3. Use a variety of personnel, program, and environmental assessment tools to inform leadership decisions
Supervision Interview	15	Conduct an interview with a supervisor in the field of Early Childhood Education	Students will develop a list of 10 questions to ask related to supervision, mentoring, and communication. Then, students will conduct and transcribe the interview with the supervisor. Afterwards, write a 1-page summary and reflection based on the experience.	2. Demonstrate the competency in communication and reflective practices when working with diverse adult populations
Workforce Registry Sign-up	13	Develop a profile for the California ECE Workforce Registry.	Students will sign-up for the California workforce registry, develop a profile and explore professional development opportunities. Students will turn in the PDF copy of the registration information to CANVAS.	
Mentoring Essay	20	Write an essay discussing how to develop and maintain a supportive and collaborative	Write an essay (800-1200 words) about individualizing mentoring and supervision strategies based on information provided in Chapter 4 from our text regarding the Stages of Teacher Development as well as Adult Development and Learning Theories.	1. Individualize mentoring and supervision strategies based on the roles and developmental stages of adult learners

		work environment.	Use and cite at least three sources (1 of the sources will be your textbook). Both **in-text citations** and **Reference page** must be included.	

Fake Student Policy

Fraudulent enrollments are on the rise. To ensure that real students can get seats in the class, no shows will be dropped in the middle of the first week of classes. Also, if you are suspected of being a bot, you will be dropped from the class. If you have been dropped but are a real student, please contact your instructor right away to be reinstated in the class.

Summer 2024 Dates

Date	To Remember
May 27	Last day to register for classes (day before the first class meeting)
May 28	Classes begin
June 19	Juneteenth Holiday (District-wide closure)
July 4	Independence Day Holiday (District-wide closure)
July 18	Semester Ends

Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may

be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (**AP 5500** ⤓ **(https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies)**) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the **College Catalog** ⤓ **(https://www.redwoods.edu/catalog)** and on the **College of the Redwoods website** ⤓ **(https://www.redwoods.edu/)** .

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AI Use Class Policy

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Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (**AP 5500** ⤓ **(https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies)**) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the **College Catalog** ⤓ **(https://www.redwoods.edu/catalog)** and on the **College of the Redwoods website** ⤓ **(https://www.redwoods.edu/)** .

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Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

DEIA+A Commitment Statement

Canvas

Canvas Information

Log into Canvas at **My CR Portal** ⬒ **(http://www.redwoods.edu/sso)**
For help logging in to Canvas, visit **My CR Portal.** ⬒ **(http://www.redwoods.edu/sso)**
For help with Canvas once you're logged in, click on the Help icon on the left menu.
For tech help, email **its@redwoods.edu (mailto:its@redwoods.edu)** or call 707-476-4160
Canvas online orientation workshop: **Canvas Student Orientation Course (instructure.com) (https://redwoods.instructure.com/courses/6781)**

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact **Admissions & Records** ⬒ **(https://www.redwoods.edu/admissions/Forms)** to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the **Student Information Update form** ⬒ **(https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Update.pdf)** .

Emergency Procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to

make sure your contact information is up-to-date by logging into **WebAdvisor** ⤷ **(https://webadvisor.redwoods.edu)** and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or **security@redwoods.edu (mailto:security@redwoods.edu)** if you have any questions. For more information see the **Redwoods Public Safety Page** ⤷ **(https://www.redwoods.edu/publicsafety)** .

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

To learn more about campus-specific Emergency Procedures, click on a title bar below, or click the down arrow to expand them all.

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Del Norte Campus Emergency Procedures ▲

Please review the **Crescent City campus emergency map** ⤷ **(https://www.redwoods.edu/Portals/70/pdfs/DN%20CampusSafetyMap_010819-2.pdf)** for campus evacuation sites, including the
closest site to this classroom (posted by the exit of each room). For more information, see the
Redwoods Public Safety Page ⤷ **(https://www.redwoods.edu/publicsafety)** .

Eureka Campus Emergency Procedures ▲

Please review the **campus emergency map** ⤷ **(https://internal.redwoods.edu/Portals/180/Maps%20and%20Phone%20Lists/EurekaMaps_Emergency_F19.pdf?ver=2020-02-18-112433-920&timestamp=1628553718609)** for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the **CR Police Department Public Safety** ⤷ **(https://www.redwoods.edu/publicsafety)** It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate
   action
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much
   relevant
   information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge
   emergency alert system, Public address system, and when possible, updates on the
   college
   website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of
   the
   Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place,
   lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and / or has been deemed
   safe by the person in command.

Klamath-Trinity Campus Emergency Procedures ▲

Please review the responsibilities of, and procedures used by, the College of the
Redwoods, KlamathTrinity Instructional Site (KTIS) to communicate to faculty, staff,
students and the general public during an emergency. It is the responsibility of College of
the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the
effects of emergency situations within its own jurisdiction.

In the event of an emergency, communication shall be the responsibility of the district
employees on scene:

1. Dial 911, to notify local agency support such as law enforcement or fire services.
2. If safe to do so, notify key administrators, departments, and personnel.
3. If safe to do so, personnel shall relay threat information, warnings, to ensure the school
   community is notified.
4. Contact 530-625-4821 to notify of situation.
5. Contact Hoopa Tribal Education Administration office 530-625-4413
6. Notify Public Safety 707-476-4111.

In the even of an emergency, the responsible district employee on the scene will:

1. Follow established procedures for the specific emergency as outlined in the College of
   the
   Redwoods Emergency Procedure Booklet.

2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
3. Close all window curtains.
4. Get all inside to safe location Kitchen area is best internal location.
5. If a police officer or higher official arrives, they will assume command.
6. Wait until notice of all is clear before unlocking doors.
7. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly

   behind the Hoopa Tribal Education Building.
8. Do not leave site, unless it has been deemed safe by the person in command. Student Support

   Services (required for online classes)