

UNDERGRADUATE CURRICULUM PROPOSAL COVER SHEET

Title of Proposal: Child Development and Observation I Course Content Change - New Course

Full Proposal X or Information Item _____

Effective Date for Curricular Offering: 2007-2008 Catalog

FROM: Gaye Stone, Human Ecology, Hunter 412, (423)425-4375, Gaye-Stone@utc.edu
 Proposal originator: include spokesperson's name, department, office number, telephone, e-mail)

Does this require new resources from the originating department or other department? No
 Please attach explanation if yes.

Faculty of the originating department approved this proposal on 10/13/06 (date),
 by a vote of 8 aye votes; 0 nay votes; 0 abstentions: 4 eligible voting members absent

The following have examined this proposal:

Dept Head/Director: [Signature] X approve neutral disapprove*

College Curriculum Committee: Date: 10/31/06 Vote: 5-0-0 Signature of Chair: [Signature]

Spokespersons for Affected Departments:

 (name, department, date) approve neutral disapprove*

 (name, department, date) approve neutral disapprove*

Dean/Director: [Signature] ✓ approve neutral disapprove*

University Registrar: [Signature] Comments: Requires new course # content significantly changed.

Provost: [Signature] approve neutral disapprove*

*Those who disapprove may attach an explanation.

ACTIONS on this proposal:	Curriculum Committee	Faculty Council
Date the proposal was considered	_____	_____
Vote of the body:	_____	_____
Accepted as information item (indicate date)	_____	_____
Approved as submitted (indicate date)	_____	_____
Approved with amendments (amendments indicated and transmitted to all signatories above, date):	_____	_____
Signature of Chair:	_____	_____

PROPOSAL

The Child and Family Studies program proposes to expand the content of the existing course, Child Development and Observation I to include ages to eight.

This will require:

- a.) Elimination of HECO 240 (Child Development and Observation I)
- b.) Creating a new course, HECO 243 (Child Development and Observation I)

Original Catalog Description

240 Child Development and Observation I (3)

Study of development of children from prenatal period to age three. Includes ecological aspects and effects on development. Instruction in observation skills and directed participation in observational activities. Every semester. Field component. *Co-requisite: Human Ecology 240 lab*

Proposed catalog description

HECO 243 Child Development and Observation I (3)

Study of development of children from prenatal period to age eight. Includes ecological aspects and effects on development. Instruction in observation skills and directed participation in observational activities. Every semester. Field component. Co-requisite: Human Ecology 243 Lab

COURSE OBJECTIVES and **EVALUATION METHODS** may be found in the attached syllabus.

RATIONALE

This course content addition is being proposed in response to changes in State of Tennessee teacher licensing requirements. Previously, Child Development and Observation I focused on child development from prenatal to age three. Currently, with the new PreK-3 curriculum changes, students may be licensed to teach through third grade. Their university learning experience needs to focus on principles of child development from the prenatal stage to age eight.

IMPACT STATEMENT

The impact of this proposed change would be minimal because the number of students taking the course would not change. No new faculty or resources would be needed in response to this change.

Course Syllabus

The University of Tennessee at Chattanooga
College of Health, Education, and Professional Studies

Child Development and Observation I HECO 243 (3 credits)

Instructor: M. Gaye Stone, PhD, LMFT
Office Location: Hunter Hall 412
Telephone: 425-4375 (office); 425-4550 (HECO department)
Email: gaye-stone@utc.edu
Office Hours are posted on Blackboard and my office door

Course Description: Study of development of children from prenatal period to age eight. Includes ecological aspects and effects on development. Instruction in observation skills and directed participation in observational activities. Every semester. Field component at the UTC Children's Center. *Co-requisite: Human Ecology 243 Lab*

Textbook: Santrock, J.W. **Children (9th Edition)**. New York, NY: McGraw-Hill.
Lab Manual (on Blackboard™)

Class Schedule: Please see "Syllabus" section of Blackboard Online for schedule of topics, reading assignments, exams, and written assignment due dates.

All students will need access to UTC Blackboard Online in order to obtain pertinent course information (available at <http://bb2.utc.edu> or through the OneNet Login available on the UTC home page <http://www.utc.edu/>) Students enrolled in the course will have access to this course on Blackboard for this semester by using their UTCID and password. Students will need Adobe Acrobat Reader version 5.0 or later to retrieve .pdf files of course materials. A free download of Acrobat Reader is available at www.adobe.com. The student computing labs and the computer help desk on campus can assist students. Course information may be relayed to students using UTC email. *Because Blackboard is accessible throughout campus, lack of access to Blackboard or to UTC email is not an acceptable excuse for incompleteness of course requirements.*

All students will need the following supplies:

- 1" 3-ring binder, loose leaf notebook paper, and page dividers
- stapler and hole punch
- id badge holder
- No. 2 pencils, eraser, and 7 pink scantron sheets

COURSE OBJECTIVES

Upon successful completion of the course the student will be able to:

1. Understand physical development of young children, including variable growth and behavioral patterns during prenatal, perinatal, infancy, toddlerhood, preschool, and middle childhood.
2. Understand cognitive development and how early experiences contribute to individual differences in cognitive development.
3. Understand communication, speech and language development---both receptive and expressive---from birth through age eight, with attention to diverse cultures.
4. Understand emotional, social, and value development during formation of identity and self-efficacy development in the young child.
5. Understand the importance of play and active involvement in sensory and motor development and their influences on later cognitive, perceptual, and language skills.
6. Understand biological and environmental factors that influence development and exceptionalities in motor, sensory, cognitive, and psychosocial development of the young child.
7. Observe and record human behavior and identify patterns of growth and development of children from birth through age eight.
8. Demonstrate ability to explain to parent/caregiver the nature and typical sequence of child growth, development, and learning.
9. Demonstrate knowledge of special education services for children including prevention, early intervention, integration into natural environments, and referral to specialized programs.
10. Demonstrate ability to observe, record, and assess children's behavior for the purpose of planning developmentally appropriate programs, environments, and teaching strategies.
11. Demonstrate ability to assess child environments by conducting classroom observations.
12. Recognize signs of emotional distress and child abuse in children.
13. Understand basic health management needs of infants, toddlers, preschoolers, and middle childhood children in order to establish and maintain physically and psychologically safe and healthy learning environments for children.
14. Understand the major concepts, learning theories, assumptions, and processes of inquiry for the discipline being taught.
15. Understand the learning process---how children construct knowledge and acquire skills, and demonstrate how to provide learning opportunities that support their intellectual, social, and personal developments.
16. Understand developmental progressions in students' physical, social, emotional, moral, and cognitive domains.
17. Understand and identify differences in student approaches to learning.

COURSE REQUIREMENTS

- 1. Exams:** There are six exams given, each covering two to three weeks' worth of assigned reading and material presented in class. Each exam counts 100 points. Your total points for exams are based on your six best scores. You may retake one test to try to improve your score or you may miss one exam, for any reason, and make it up. You may re-take or make up an exam after completing your final exam during the scheduled final exam time.
No other make-up exams are given. If a student must miss an exam due to a university sponsored athletic event or class field trip, the student must notify the instructor **prior to the absence** so arrangements can be made to take the exam before the student leaves campus. Evaluation by examination includes multiple choice questions that are factual, conceptual, applied, and analytical. Material for testing comes from lectures, the textbook, class discussions, in-class and out-of-class activities, lab observations, and assigned readings. **Bring two #2 pencils, an eraser, and a Scantron form to all exams.** No talking or restroom trips occur during exams. Students arriving late for an exam are not given additional time to complete it. **No hats** are worn during exams unless the bill of the hat is turned so that the student's face is visible to the instructor.
- 2. In-Class & Out-of-Class Activities:** You have twelve activities including---among other tasks---planned and pop quizzes, child study progress checks, and a child study draft which carry points toward your grade. You must be in class and participating to receive these points. Occasionally an activity is done out of class and is due at the beginning of the next class period. Your total points for activities and quizzes are based on your ten best scores; therefore, you may miss up to two activities, for any reason, without penalty. **In-class activities and quizzes cannot be made up.** Students absent from class **are not allowed to make up in-class assignments, quizzes and activities.**
- 3. Lab Observations:** Lab observations are an integral part of this course. You have six lab observation assignments to complete. These assignments are due at the beginning of class on Tuesday, the week after you have done each two-hour lab observation. Late assignments earn a 10% deduction for each day late, beginning with the start of class on the due date. **You must document 12 observation hours in order to earn a passing grade for this course.**
UTC ID Badge: You must wear your UTC ID in a badge holder in order to be admitted to the lab. ID badge holders can be purchased from the UTC Bookstore.
Professional Liability Insurance and Background Check: Any student involved in field placement, practicum, observation, or visit for a class requirement or assignment is required to have professional liability insurance and a background check. Students must carry \$1,000,000 worth of coverage. Obtain your insurance policy and background check and bring copies of your documentation to class by the due date specified in your course schedule. Insurance and background check information is detailed on Blackboard.
- 4. Comprehensive Child Study:** You must complete a child study which is based on your lab observations. This assignment is an in-depth study of one child who is assigned to you. You receive a detailed outline to follow when writing your report. Your lab observations include developmental characteristics which are physical, cognitive, communicative, and social/emotional in nature. When your observations are completed, you should have a profile of one child's abilities in these domains and be able to contrast to "norms" for your child's age. **Two copies of this paper are required.** One is graded by your professor and the second copy is given to the lab to be made available to the parent/caregiver of the child involved in the observation. More details, guidance, and written information about this assignment are given once your lab observations have begun.

5. All written assignments:

- a. are graded according to content, clarity, grammar, spelling, punctuation, neatness, and following directions.
- b. are due at the **beginning of the class period** on the due date. Late assignments earn a 10% deduction off the total assignment grade for each late day. Assignments are considered late if submitted after the class has started.
- c. are **stapled**, if multiple pages are necessary. Do not use paper clips, pins, folded corners, torn papers, binders, folders, colored paper, etc. Assignments deemed noncompliant with instructions receive a 10% deduction off the total assignment grade.
- d. must be submitted on paper—no electronic assignments are accepted unless specifically requested by the instructor.
- e. must include your name. Papers submitted without a name earn a 10% deduction off the total grade for the assignment.

6. Attendance: Consistent attendance and participation is expected and critical to successful completion of this course. Be sure to sign your initials to the attendance chart that circulates each class meeting. It is your responsibility to accurately record your attendance and to obtain any information, including schedule changes, from missed classes. Assignments due on a day of absence are considered late and earn late penalties (see 5b above).

7. Classroom Etiquette: Arrive to class on time. Stay seated. Be respectful of others and show common courtesy in class, which means giving attention when others are speaking and refraining from private conversations during lecture and classroom discussions. Disruptive students are asked to leave and makeup work is not accepted. **No electronic devices** are seen or heard during class periods or exams. Turn off and put away all cell phones and pagers at the beginning of the class. Your instructor collects, during the class period, any electronic devices that are seen or heard during class. **Late arrivals are disruptive to the class**. Students are not given additional time for work missed due to late arrival.

8. University Honor Code: Students are expected to adhere to the University Honor Code in regards to any aspect of class assignments or testing. Any compromising of this pledge is considered a serious offense. Plagiarism is not tolerated. A zero is given for the assignment and the incident may be submitted to the University Honor Council for review. Plagiarism is defined in the UTC Student Handbook. If you are unsure of what constitutes plagiarism, please have your papers reviewed by the UTC Writing Center or discuss your concerns with the instructor.

AVAILABILITY OF YOUR PROFESSOR

OFFICE HOURS: In addition to before and after class and by appointment, I have set aside at least eight hours a week during OFFICE HOURS to be available to help you. My office hours are posted on my door and on Blackboard. Except in extraordinary circumstances or out-of-town commitments, I am in my office during my posted hours.

E-MAIL: Typically, I respond to email messages within 24 hours but I do not check email over the weekend. I am happy to respond to your email if you use your UTC email address and include your course section number (or color) in the subject line. Please do not ask me to send you a grade, as graded work is returned within a week after submission. In addition, questions about class material missed because of absence need to be directed to a fellow student.

EVALUATION OF STUDENT PERFORMANCE

Exams (6 @ 100 pts. each)	600 (60%)
Activities/pop quizzes (10 @ 15 pts. each)	150 (15%)
Lab Observations (6 @ 25 pts. each)	150 (15%)
Comprehensive Child Study	<u>100</u> (10%)
	1000 (100%)

Grading Scale:

900-1000 = 90% = A
800-899 = 80% = B
700-799 = 70% = C
600-699 = 60% = D
599 and below = F

HECO 243 POLICY REVIEW HIGHLIGHTS:

Make-up Policy: Consideration for one missed exam, two missed activities/pop quizzes, and one missed lab are incorporated into the evaluation process. **Therefore, there are no further opportunities for make-ups.** *Please do not request exceptions.*

Due Dates: Work is due at the beginning of class on the due date. Late assignments do not earn full credit.

I use your UTC e-mail address and Blackboard for communications. Please check your UTC e-mail and Blackboard announcements daily. You are responsible for information or schedule changes conveyed through UTC e-mail and Blackboard.

Your must wear your UTC student ID and have Professional Liability Insurance and a background check in order to be admitted to the lab.

ATTENTION:

ATTENTION: If you are a student with a disability (e.g., physical, learning, psychiatric, etc.) and think that you might need assistance or an academic accommodation in this class or any other class, contact the Office for Students with Disabilities at 423-425-4006 or come by the office, 110 Frist Hall.

If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438.

To enhance student services, the University will use your UTC email address (firstname-lastname@utc.edu) for communications. (See <http://onenet.utc.edu> for your exact address.) Please check your UTC email on a regular basis. If you have problems with accessing your email account, contact the Help Desk at 423/425-2676.

UNDERGRADUATE CURRICULUM PROPOSAL COVER SHEET

UTC RECORDS
NOV 15 2006
REGISTRATION

Title of Proposal: Reorganization of Department of Political Science, Public Administration and Nonprofit Management _____

Check One: Full Proposal _____ or Information Item x

Effective Date for Curricular Offering: Fall 2007 _____

FROM: Fouad Moughrabi, Political Science, Pub Admin and Nonprofit Mgt 4231 (Fouad-Moughrabi@utc.edu)
(proposal originator: include spokesperson's name, department, office number, telephone, e-mail)

Does this require new resources from the originating department or other department? no
Please attach explanation if yes.

Faculty of the originating department approved this proposal on Th. Nov 2, 2006 (date),
by a vote of 8 aye votes; 0 nay votes; _____ abstentions: _____ eligible voting members absent

The following have examined this proposal:

Dept Head/Director: Moughrabi _____ x _____
printed name signature approve neutral disapprove*

College Curriculum Committee Date: _____ Vote: _____ Signature of Chair: _____

Spokespersons for Affected Departments:

John A. Tracy Mark Dep _____ ✓ _____
(name, department, date) / 11-03-2006 signature approve neutral disapprove*

(name, department, date) signature approve neutral disapprove*

(name, department, date) signature approve neutral disapprove*

(name, department, date) signature approve neutral disapprove*

Dean/Director: Charles H. Nelson Charles H. Nelson _____ ✓ _____
11/13/06 signature approve neutral disapprove*

University Registrar: Linda Peters Comments: _____

Provost: Herbert Burkenn Herbert Burkenn _____
printed name signature approve neutral disapprove*

*Those who disapprove may attach an explanation

ACTIONS on this proposal:	Curriculum Committee	Faculty Council
Date the proposal was considered	_____	_____
Vote of the body:	_____	_____
Accepted as information item (indicate date)	_____	_____
Approved as submitted (indicate date)	_____	_____
Approved with amendments (amendments indicated and transmitted to all signatories above, date):	_____	_____

Signature of Chair:

Amber Noblit

From: Fouad Moughrabi [Fouad-Moughrabi@utc.edu]

Sent: Monday, January 22, 2007 11:18 AM

To: Amber Noblit

Subject: Curriculum proposal 2006-07 (Moughrabi)

Item (1):

Human Services Management: Allied Health Management (2896) and Human Services Management: Emergency Systems Management (2897) will be cancelled.

Rationale:

These concentrations have attracted no students over the last several years. There is a consensus within the department that efforts are better spent on strengthening the areas where we have faculty to teach and where there is student interest.

Item (2):

The minor (4593) will now be renamed: Public Administration and Nonprofit minor. No changes in course requirements.

Item (3):

The following courses are to be eliminated:

101 Team Participation

300 Perspectives on Work and the Professions

350 Introduction to Emergency Systems Management

355 Hazard Mitigation

360 Emergency Preparedness

414 Terrorism

430 Hazardous Materials Regulation

435 Disaster Recovery

445 Disaster Response

471 Field Seminar

480 Virtual Explorations in Community Problem Solving

Rationale:

These courses relate to concentrations that are being eliminated above.

Item (4):

A .All references in the catalogue to Human Services will now become : Public Administration and Nonprofit Management. The following courses will continue to be offered and will be renamed from HSRV to PANM: 199r, 202,205, 301, 304, 320, 330, 340, 405, 410, 420, 425, 450, 470, 495, 497, 498, 499.

B. Change the following course titles:

202 From Introduction to Human Services Management to Introduction to Public Administration and Nonprofit Management

205 From Introduction to Statistics for Health and Human Services to Introduction to Statistics for Public Administration and Nonprofit Management

320 From Human Services Supervision to Public Administration and Nonprofit Management Supervision

330 From Human Services Program Planning to Public Administration and Nonprofit Management Program Planning

340 From Human Services Program Evaluation to Public Administration and Nonprofit Management Program Evaluation

410 From Fiscal Management in Human Services to Fiscal Management

420 From Resource Development in Human Service Organizations to Resource Development

450 From Seminar in Human Services Administration to Seminar in Public Administration and Nonprofit Management

Item (5):

425 Legal Aspects of Nonprofit Management will be changed to a three hundred level course and will become 325.

Rationale:

The course is more appropriately taught at the 300-level to provide better legal understanding of issues that are dealt with in upper level courses.

Item (6):

References to Human Services on p. 34 and 35 of the catalogue should be changed accordingly.

UNDERGRADUATE CURRICULUM PROPOSAL COVER SHEET

UTC RECORDS

NOV 15 2006

Title of Proposal: Proposed changes in Public Administration Concentration _____

Check One: Full Proposal or Information Item _____

REGISTRATION

Effective Date for Curricular Offering: Fall 2007 _____

FROM: Fouad Moughrabi, Dept of Political Science _____
 (proposal originator: include spokesperson's name, department, office number, telephone, e-mail)

Does this require new resources from the originating department or other department? no yes
 Please attach explanation if yes.

Faculty of the originating department approved this proposal on November 2, 2006 (date),
 by a vote of 8 aye votes; 0 nay votes; _____ abstentions: _____ eligible voting members
 absent

The following have examined this proposal:

Dept Head/Director: Moughrabi _____
 printed name signature approve neutral disapprove*

College Curriculum Committee Date: _____ Vote: _____ Signature of Chair: _____

Spokespersons for Affected Departments:

 (name, department, date) signature approve neutral disapprove*

 (name, department, date) signature approve neutral disapprove*

 (name, department, date) signature approve neutral disapprove*

 (name, department, date) signature approve neutral disapprove*

Dean/Director: Charles H. Nelson 4/13/06 _____
 printed name signature approve neutral disapprove*

University Registrar: Lynnda Otter _____
 printed name signature approve neutral disapprove*

Provost: Herbert Burnem _____
 printed name signature approve neutral disapprove*

*Those who disapprove may attach an explanation

ACTIONS on this proposal:	Curriculum Committee	Faculty Council
Date the proposal was considered	_____	_____
Vote of the body:	_____	_____
Accepted as information item (indicate date)	_____	_____
Approved as submitted (indicate date)	_____	_____
Approved with amendments (amendments indicated and transmitted to all signatories above, date):	_____	_____

Signature of Chair:

Proposed changes in Public Administration Concentration

(Major 2846)

1. The concentration will now be named Public Policy and Administration Concentration
2. Students are still required to take Pols 101. But they will have a choice between Pols 102 (World Politics) and 103 (controversies in Public Policy). 6 hours are required at the 100 level instead of 9 hours because Pols 200 is now shifted to the 200 level requirement.
3. Students are now required to take 12 hours at the 200 level. Must include Pols 200/ PANM 200 (Research Methods) and Pols 225/PANM 225 (Introduction to Public and Nonprofit Administration), and 6 hours from Pols 202 (Political Behavior), Pols 203 (Public Opinion), Pols 213 (American Political and constitutional thought), Pols 221 (Introduction to Judicial Process), Pols 233 (State and Local government), Pols 234 (The Presidency), and Pols 244 (Comparative Public Policy).
4. Students are required to take 9 hours at the 300 level. Must include Pols 324 (Public Policy). Students will now have a choice of taking the remaining 6 hours from Pols 320 (Philosophy of Law), Pols 322 (Civil Liberties), Pols 330 (Urban Public Policy), Pols 335 (Congress), Pols 336 (Women in Politics), Pols 345 (American Foreign Policy), Pols 348 (Politics of Immigration), Pols 350 (Technology, Politics and Society).
5. 15 hours at the 400 level including at least 6 hours related to Public Policy and Public Administration approved by the Departmental advisor and no more than 6 hours from Pols 461r-464, 471r-472, 481, 495r, 497r, 498r, or 499r. (No change in this category)

Related Courses (12 hours as in current offering):

We will continue to require 3 hours from English 279, 300 or Pols 495r.

We will continue to require Economics 101 or 102. However, we are offering students a range of options in a variety of areas to satisfy the remaining 6 hours, including: Economics 101, Economics 102, ~~Criminal Justice~~ ^{LA3} 170, Criminal Justice 295, Criminal Justice 375, Econ 306, Econ 317, Education 201, Environmental Science 410, Env. Science 481, Human Ecology 245, Human Ecology 334, Sociology 125, Sociology 209, or Social Work 201.

Rationale:

What we are proposing will help better define the concentration as a subfield of Political Science by distinguishing it from the practice/pre-professional oriented PANM major. At the same time, it will provide students with a much better opportunity to incorporate the study of substantive areas outside the department. We are adding choices in areas that give students a variety of options.

Current Offering:

2846- Public Administration
Concentration

9 hrs including Political Science 101, 102, 300
9 hrs in Political Science at the 200-level (excluding 200). Must include Political Science 223.
9 hrs in Political Science courses at the 300 level with at least 6 hrs from 324, 330, 331, 336, 350.
15 hrs in Political Science courses at the 400 level including at least 6 hrs from the Public Administration area approved by the departmental advisor and no more than 6 hrs from Political Science 461r, 462r, 463, 464, 471r, 472, 473r, 474, 475, 476, 481, 495r, 497r, 498r, or 499r.
Related courses: (12 hours):
English 279 or 300 or Political Science 495r.
Economics 101, and 102; and 3 hrs from Human Services 202, 300, or 301.

Proposed Offering:

2846- Public Policy and Administration
Concentration

6 hrs at the 100 level. Must include Political Science 101; select additional 3 hrs from Political Science 102 or 103.
12 hrs at the 200 level. Must include Pols 200/PANM 200 (Research Methods) and Pols 225/PaNM 225 (Introduction to Public and Nonprofit Administration). Select additional 6 hours from Pols 202 (Political Behavior), Pols 203 (Public Opinion), Pols 213 (American Political and constitutional Thought), Pols 221 (Introduction to Judicial Process), Pols

233 (State and Local Government), Pols 234 (the Presidency), Pols 244 (Comparative Public Policy).
9 hours at the 300 level. Must include Pols 324 (Public Policy). Select additional 6 hours from Pols 330 (Urban Public Policy), 350 (Technology, Politics and Society), PANM 325 (Legal Aspects of Public and Nonprofit Management), Pols 320 (Philosophy of Law), Pols 322 (Civil Liberties, Pols 335 (Congress), Pols 336 (Women in Politics), Pols 345 (American Foreign Policy), Pols 348 (Politics of Immigration).

Related courses (12 hours):
3 hours from English 279, 300 or Pols 495r.
9 hours from policy-related courses outside the department. Must include either Economics 101 or Economics 102. Select additional 6 hours from: ~~Criminal Justice~~ ^{LAS} 170, Criminal Justice 295, Criminal Justice 375*, Economics 101, Economics 102, Economics 306*, Economics 317*, Education 201, Environmental Science 410, Environmental Science 481, Human Ecology 245, Human Ecology 334, Sociology 125, Sociology 209, or Social Work 201. Other policy-related courses may be approved by the departmental advisor. (Asterisks denote courses with prerequisites).

GEN ED

Engl 121, 122
Math - approved gen Ed
Stats - Pols 200 or PANM 205
NS - approved gen Ed
H & FA - approved gen Ed
C & C - approved gen Ed
B & SS - Econ 101 or 102
3 hours approved gen Ed other than Pols