

## DEPARTMENT OF EDUCATION

### COURSE OUTLINE – Spring 2025

#### CD2070 EC: Infant Toddler Care 2 (2.5-0-0) 30 Hours for 12 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Melissa Johnson      **PHONE:** 403-304-0364  
**OFFICE:** Distance Instructor      **E-MAIL:** [Mjohnson@nwpolytech.ca](mailto:Mjohnson@nwpolytech.ca)  
**OFFICE HOURS:** By Appointment

**CALENDAR DESCRIPTION:** A practical course which examines the characteristics of quality programs for infants and toddlers and explores programming techniques which respond to the individual and group needs of children up to 36 months of age. The focus of this course is on developing an awareness of the critical importance of care and interaction in the lives of infants and toddlers.

**PREREQUISITE(S):** N/A

**REQUIRED MATERIALS:** Gonzalez-Mena, J. & Eyer, D. W. (2018). Infants, toddlers, and caregivers: A curriculum of respectful, responsive, relationship-based, care and education (12th ed.). NY, New York: McGraw-Hill.

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:  
60 minutes or less - \$16 USD  
61-120 minutes - \$25 USD  
121 - 180 minutes - \$31 USD

**DELIVERY MODE(S):** Online Distance Delivery

**LEARNING OUTCOMES:** Upon successful completion of the course, students will be able to:

- Describe the characteristics of high-quality infant and child care settings.
- Describe the developmental physical, social, emotional, cognitive and play abilities of infants and toddlers.
- Select and provide materials and experiences that support and enhance all aspects of infants' and toddlers' development.
- Describe appropriate care giving practices including styles of interacting and methods of guiding behavior.
- Assist parents in their role.

### **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

\*\* For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

### **EVALUATIONS:**

Grades will be given based on the following-

<b>Required Work</b>	<b>Percentage Towards Final Grade</b>
Learning Activities	15%
Assignments	75%
Discussion Boards	10%

**ALL assignments MUST be completed and turned in to pass the course**

All learning activities and assignments are to be submitted in MyClass.

**GRADING CRITERIA:** Please note that most institutions will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:** The timeline for this course will follow a schedule of due dates for each unit of work. This can be found within the course under 'Important Information'.

**STUDENT RESPONSIBILITIES:** Northwestern Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and responsibilities.

Students are required to ensure an understanding of the expectations provided in the Regional Practicum Handbook. Students must adhere to the Guiding Principles and Value set forth in the handbook and complete the tasks outlined in the handbook. Students must complete task by due dates provided by the instructor.

**STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

## USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

## Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).



By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.