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Human Development and Family Science

Early Childhood Education in a Mobile Society

Student Handbook



Welcome!

We're so glad that you've decided to further your educational pursuits with the Department of Human Development and Family Science (HDFS) at the University of Missouri (MU). The Early Childhood Education in a Mobile Society (ECEMS) degree program is taught through the Great Plains IDEA (GPI) in cooperation with seven universities across the country. Together with students from across the globe, you'll:

- use your knowledge of academic disciplines and children's development to design, implement, and evaluate experiences that are healthy, respectful, supportive, and challenging for each child;
- learn about the complexity and importance of children's families and communities;
- learn that successful early childhood education depends upon partnerships with children's families and communities
- in partnership with families and other professionals, use child observation, documentation, and other forms of assessment to create learning opportunities that positively influence the development of every child;
- demonstrate, through sequential practicum experiences and clinical practice, the knowledge, skills and professional dispositions necessary to promote the development and learning of young children across the entire developmental period of early childhood
- conduct yourself as a member of the early childhood profession, using ethical guidelines and other professional standards related to early childhood practice; and

This handbook outlines information and resources specific to the University of Missouri. A complete program handbook is available to download on the GPI ECEMS website: <https://www.gpidea.org/program/early-care-and-education-in-a-mobile-society>. Students should keep copies of both handbooks for reference.

Before you get started with your coursework, take some time to review the information included here:

- Program Resources
- Program Contacts
- MU Campus Resources
- Online Courses at MU
- Advising

Program Resources

College of Human Environmental Sciences <http://hes.missouri.edu>

HDFS ECEMS website http://hdfs.missouri.edu/ug_ECEMS.html

Great Plains IDEA (GPI) ECEMS program <https://www.gpidea.org/program/early-care-and-education-in-a-mobile-society>

- ECEMS Student Handbook
- Practicum I Cooperating Teacher Handbook
- Student Success Center
- Curriculum Overview
- Course Matrix—Schedule of when courses are offered annually
- Course Information
- Course Descriptions
- Costs

MU Program Contacts:

Name	Email	Phone	Available for
Michelle Mathews, Ph.D. Assistant Teaching Professor, Child Development Lab Director, Undergraduate Advisor Department of Human Development and Family Science	mathewsm@missouri.edu	573-882-3999	Advisement for course sequence, professional development, practicum selection, and career-related questions
Alex Embree, M.Ed. Student Services Coordinator College of Human Environmental Sciences	embreea@missouri.edu	573-882-0673	Advisement for course sequence, HES and campus policies, referrals to academic resources
ECEMS Program Contact Mizzou Online	mumzongreat-plains@umsystem.edu	573-882-2491 1-800-609-3727	Assistance enrolling into GPI courses
Kathleen Wallace Practicum Instructor	wallacek@missouri.edu		Information about academic requirements for practicum
HES Student Services Office	hesstudentservices@missouri.edu	573-882-6424	Assistance with any issue that impacts a student's ability to successfully complete their coursework

MU Campus Resources:

Resource	Purpose	Website	Phone
Canvas	Access to MU learning management platform	http://courses.missouri.edu	
Cashier's Office	Billing, refund schedule	http://cashiers.missouri.edu Refund schedule: http://cashiers.missouri.edu/refunds/	573-882-3097
Division of Information Technology	Technical support; cloud storage; access to cloud-based software	http://doit.missouri.edu	573-882-5000
Financial Aid	Federal and campus aid, financial aid application deadlines	http://finaid.missouri.edu	573-882-7506
Mizzou Online	Management of online programs and courses	http://online.missouri.edu	573-882-2491 1-800-609-3727
MU Connect	Online scheduling system for academic advising	http://muconnect.missouri.edu	
MU Libraries	Access to online library resources	http://libraryguides.missouri.edu/distance	573-882-4581
myZou	Student registration and records portal	http://myzou.missouri.edu Instructions for using myZou: http://registrar.missouri.edu/registration/	
Registrar's Office	Student records and academic policies	http://registrar.missouri.edu	573-882-7881
Student Webmail	Official university email account	http://webmail.missouri.edu	

Online Courses at Mizzou

Students will take ECEMS courses offered by faculty at seven different universities. Almost all courses in the major involve interactive “virtual classrooms” with discussions among faculty and students and set assignment deadlines.

It is very important to check the start and end dates of every course in the program. Courses are taught according to the calendars of the offering universities. For example, a course offered by a professor at Iowa State University will start and end when the Iowa State University semester begins and ends. These may differ from the semester start and end dates at the University of Missouri.

Some requirements are taught as self-paced courses. In a self-paced course, the student completes the coursework at his or her own pace. These courses do not offer discussion forums or chats, though students may contact their instructor or Mizzou Online with questions. Self-paced courses will last either 16 weeks or six months.

Self-paced courses offered by the Department of Human Development and Family Science at MU are 16-week courses, which means that their end dates match the MU semester calendar. Some courses offered by other departments, however, are in six-month formats. Self-paced, six-month courses do not operate by the campus calendar. They are open for six months following the date selected by the student upon enrolling into the course. Self-paced courses cannot be completed in fewer than six weeks.

A table is provided on page 9 to track start and end dates for program coursework.

The image below shows how the “meeting dates” are displayed for self-paced six-month courses. A start date will be selected when adding this course to the shopping cart.

ESC_PS 4170 - Introduction to Applied Statistics						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
59173	05-LST SP	TBA	Internet	Roberta Scholes	07/01/2016 - 04/25/2017	
Attributes: Cross Level Course, 25\$ Administration Fee, College of Education Ugrd Fee, Math Proficiency, Mathematical Science Course, STUDENT MUST DECLARE STRT DATE, MAY IMPACT ACDMC& FINANCL PLCY, 6mnth Mizzou Online Self Paced, Proctored Exams-Supervision Rq Instruction Mode: E-Learning 100% online Seats Remaining: 99 Location: Mizzou Online Self Paced Units: 3 units						

The image below shows where students will select a “Start Date” for a six-month self-paced course.

ESC_PS 4170 - INTRO TO APPLIED STATISTICS

Class Preferences

ESC_PS 4170-05 Lect/Stand Open Permission Nbr

Session Self-paced

Career Undergraduate

Grading Graded-SP

Units 3.00

Enrollment Information

- Cross Level Course
- 25\$ Admin Fee Mizzou Online Self Paced
- College of Education Undergraduate Course Fee
- Math Proficiency

PLEASE NOTE: YOU MUST ENTER A START DATE. Valid range is between 7/1/2016 and 10/25/2016.

***Start Date**

It is strongly recommended that students devise a completion plan for all self-paced courses. Advisors at Mizzou Online are available to assist in the development of a completion plan. Email selfpaced@missouri.edu for assistance.

If a course is not self-paced, it is semester-based. Semester-based courses follow the standard semester calendar and have due dates built into the course. They operate much like face-to-face courses, though lecture and discussions are facilitated online.

The image below shows how meeting dates are displayed for semester-based courses.

▼ H_D_FS 3050 - Child Development: Birth to 3 (Infant/Toddler)

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
62196	01-LST Part Term	TBA	Internet	Jean Ispa	08/31/2016 - 12/16/2016	

Attributes: Requires Consent, Mizzou Online Great Plains, Mizzou Online Semester Based, Non Standard Meeting Dates
 Instruction Mode: E-Learning 100% online
 Seats Remaining: 9
 Location: Mizzou Online Great Plains
 Units: 3 units

Although six-month self-paced coursework may stretch over two semesters, a grade is recorded in the semester in which the course begins. Federal grant aid, such as the Pell Grant, is subject to reduction if a self-paced course is not completed in the semester of record. Ex. A student enrolls into a self-paced course on September 1, in the fall semester. The course expires on March 1, in the spring semester. The grade for this course will be recorded with other fall semester courses. If federal aid is received, the student must complete the course by the end of the fall semester to receive full financial aid benefits. Questions about financial aid should be directed to the MU Financial Aid office.

Adding and Removing Courses from Registration

Enrollment Appointments

Students will be assigned an enrollment appointment by the University Registrar. The enrollment appointment is posted to a student's myZou Student Center approximately three weeks before early registration for the fall and spring semesters. Summer and fall enrollment appointments are posted at the same time.

The enrollment appointment is the date and time that the student may first register for the upcoming semester. An enrollment appointment is *not* an advising appointment. Once the enrollment appointment has posted to the myZou student center, students should use MU Connect to request their advising appointment to review their registration plans along with current course performance.

Requesting Permission to Enroll

Enrollment in GPI coursework (3000+level HDFS courses) requires consent. To request permission to enroll, go to the [course search](#) on the Mizzou Online website, search for the course, and scroll to "Request Consent" to complete the request. Upon receipt of a permission number, a student may register by entering the permission number when they register in myZou.

ESC_PS 4170 - INTRO TO APPLIED STATISTICS

Class Preferences

ESC_PS 4170-05	Lect/Stand Open	Permission Nbr <input type="text"/>
Session	Self-paced	Grading
Career	Undergraduate	Units

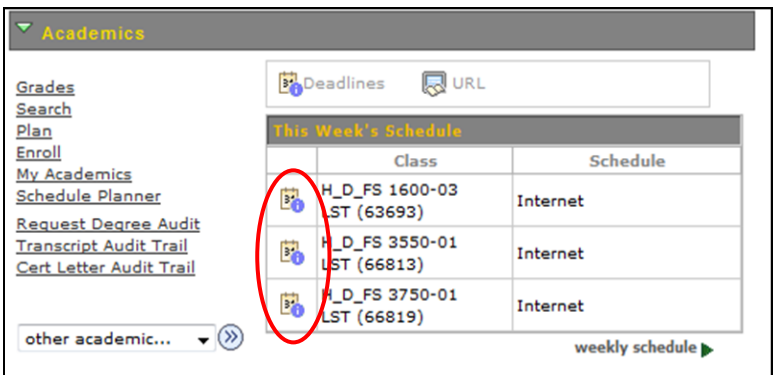
Graded-SP
3.00

Dropping or Withdrawing from a course

Students who are unable to complete a course have the option to drop or withdraw from the course. To drop and to withdraw from a course involve two different processes that have different effects on the student record. To drop a course is to remove it from the academic record entirely. The student will not receive a grade for the course, and it will not be listed on the official transcript. Students may drop a course using myZou on or before the “drop date” determined by the course calendar.

Students cannot withdraw from a course using myZou. A course withdrawal form is available to download from the University Registrar’s website. Approval is required to withdraw and can be obtained by contacting your advisor or the HES Student Services Office.

A course withdrawal will be retained on the academic record as a grade of W or F, depending on the grade in the course at the time of withdrawal. A W signifies that the student was passing the course through the time of withdrawal. Students may withdraw from a course during the withdrawal period as determined by the course calendar. We advise that students discuss the decision to withdraw with an advisor and the course instructor before submitting the course withdrawal form.



The image above is taken from the Student Center page in myZou. Course drop and withdraw deadlines are found by selecting the calendar icon next to each course.

Refund Schedule

A student who drops or withdraws from a course may be entitled to a refund of tuition and fees. The refund amount depends on the length of time since the course start date. The refund schedule is posted to the Cashier’s Office website. The refund schedule depends on the type of course, length of the course calendar, and whether the calendar aligns with the MU semester calendar.

Advising

Students in the ECEMS program have two MU advising contacts. The Department Faculty Advisor is the first point of contact and is available to assist with enrollment, career and professional development related questions, referrals to campus resources, campus policies, and selection of practicum sites. The Student Services Advisor is available to answer questions related to campus processes, policies, and resources. Contact information for these advisors is listed on page 3.

Students should consult with their Department Faculty Advisor each semester before early registration or when considering dropping or withdrawing from a course. MU Connect, an online scheduling system, is available to view and schedule advising appointments: <http://muconnect.missouri.edu>. Students can find their Department Faculty Advisor listed in their “Success Network” on MU Connect. Students can find the Student Services Advisor by searching “Human Environmental Sciences Student Services” on the “Services” page and selecting the MU Connect link within the service.

Background Check Requirements for Practicum Enrollment

All ECEMS students must have received notice of a satisfactory federal background check prior to enrolling in Practicum I. There may be additional required background checks at individual practicum locations; students are responsible for adhering to these background checks as required by the practicum site. It is important to work with the department faculty advisor and intended practicum site to be sure all requirements are met. These requirements vary from state to state. Students completing practicums in Missouri may go to <http://health.mo.gov/safety/fcsr/> for information and registration.

Degree Requirements

Degree requirements are determined by the semester in which the student begins the program. This is called the “requirement term” or “catalog year.” If requirements change, students may continue under the requirements in place at the time of matriculation into the ECEMS program or change to the new requirements. The advisor will be a helpful guide in such cases.

A degree audit is a planning tool that is available for download from the Student Center in myZou or by logging into MyDegreePlanner at <http://mydegreeplanner.missouri.edu>. A degree audit is an accounting of required courses for a specific degree and requirement term. The audit indicates which courses are complete as well as which courses are left to complete. Degree audits are available in a PDF (printable) format and an HTML (web-based) format. Courses that are complete are identified by a “+” (PDF) or noted in the color green (HTML). Courses yet to be completed are identified in bold and noted by a “-” (PDF) or noted in the color red (HTML). It is important to note that audits do not show which courses are in-progress. Students should check their degree audit at least once per semester.

MU Writing Intensive Requirement

The University of Missouri requires that all MU students complete two courses designated as writing intensive (WI). One of these courses must be 3000-level or higher in the major or a related area approved by the department. Writing intensive courses are MU-taught courses, so the 3000-level courses taught through the GPI cannot be designated WI. As such, we recommend that students take one of the following upper-level WI courses to satisfy their requirement: HDFS 3420W, SOCIOL 3310W, or COMMUN 3050W. Other courses may be selected if approved by the ECEMS academic advisor.

Creating a Graduation Plan

Due to the sequential nature of the ECEMS program, it is recommended that students keep a working graduation plan using the resources in this handbook and the GPI website. It is the student’s responsibility to update the plan as their needs change. An advisor can assist with creating this plan, and students should consult with an advisor before making changes to the plan.

A course availability matrix is provided to students with information about when courses will be taught and which institution will be offering each course. The course availability matrix is subject to change—updated versions will be available on the GPI ECEMS program website. Links to these websites are on page 3.

Applying for Graduation

Students should apply for graduation after they enroll into their second-to-last semester. Students must complete this request in order to notify the College of Human Environmental Sciences of their intent to graduate. Failure to do so can result in a delay of the awarding of the degree. The graduation evaluation application is on the College of Human Environmental Sciences website: http://hes.missouri.edu/students_evalforgrad.php.

Graduation Application Deadlines:

May graduation—June 1 of year prior to graduation

August graduation—June 1 of year prior to graduation

December graduation—December 1 of year prior to graduation

Course Schedule Planner

Course Number	Start Date	Drop Deadline	Withdrawal Dead- line	End Date