CASPER COLLEGE COURSE SYLLABUS
(EDEC 1200 Administration in Early Childhood Programs)

Semester/Year: Fall 2006

Lecture Hours: 3  Lab Hours: 0  Credit Hours: 3

Class Time: 7:00 - 10:00 P.M.  Days: Monday  Room: CE115

Instructor’s Name: Amy Daley
Instructor's Contact Information:
   Office Phone: 577-6727 (Verda James Elementary School)
   Home Phone: 235-9990  Email: Teachrun@aol.com

Office Hours: Mondays 6:00 - 7:00 P.M. CE115

Course Description: This course is designed to provide students in early childhood with the opportunity to develop skills in both the business and human relations components of administering programs for young children. Course content includes procedures in establishing early childhood programs; administrative forms; fiscal management; selection, development, and motivation of staff; parent and community involvement; and program regulations and evaluation.

Statement of Prerequisites: EDCI 1020 or permission of instructor

Goal: The student will gain an understanding of the principles and components necessary for the development and operation of quality early childhood programs.

Outcomes: Upon completion of this course the student will demonstrate knowledge and/or skills in operating early childhood programs including:
* regulations and licensing procedures,
* procedures in establishing programs,
* selecting, dismissing, training and evaluating staff,
* establishing positive relationships with staff, parents, volunteers, and the community,
* program evaluation,
* fiscal management, and
* general management techniques.

Methodology: This course will include discussion, lecture, and experiential learning. For complete credit all assignments must be on time. (NOTICE!!! LATE WORK WILL NOT BE ACCEPTED WITHOUT PRIOR ARRANGEMENTS WITH THE INSTRUCTOR. IF PRIOR ARRANGEMENTS HAVE NOT BEEN MADE, ASSIGNMENTS WILL NOT BE
ACCEPTED AND A SCORE WILL NOT BE GIVEN.) Attendance in class is imperative as the majority of the information learned will be given in class and is not included in the text. Each absence or tardiness in excess of two (2) will decrease your final grade two (2) percentage points.

Evaluation Criteria: Class examinations will be announced approximately two weeks in advance. Successful semester performance will be judged on a point system with evaluation of students based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Exams</td>
<td>100</td>
</tr>
<tr>
<td>Papers</td>
<td>240</td>
</tr>
<tr>
<td>Snack</td>
<td>25</td>
</tr>
<tr>
<td>Dream Program Presentation</td>
<td>25</td>
</tr>
<tr>
<td>Topic Presentation</td>
<td>100</td>
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<tr>
<td>Response Paper</td>
<td>10-12</td>
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<tr>
<td>Final summary paper and Notebook</td>
<td>50</td>
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</table>

All papers and exams will be evaluated holistically with attention given to knowledge of material and development of idea, organization, quality of expression, sentence structure, correct grammatical form, spelling, and format. All out-of-class assignments must be typed, double-spaced, and have a cover sheet. Points will be deducted if all of these professional expectations are not met.

Each student will be expected to:
1. Participate in class discussions, small groups, and attend class
2. Turn in all assignments on the due date
3. Read the textbook and assigned readings
4. Present a topic to class as an inservice for a childcare staff
5. Complete midterm and final exams
6. Present dream program to class

Grading:
Grades will be assigned based on the following percentages:
- 93 and above: A
- 85 to 92: B
- 77 to 84: C
- 69 to 76: D
- 68 and below: F


Course Requirements:
1. Exams: Take homes - 1 midterm and 1 final

2. Topic Presentation: Approximately 45 to 60 minutes in length. The topic chosen will be from a list presented in class and will be taught by you in the form of an inservice to
your "imaginary staff" (other class members). Use your imagination and think of unique ways to teach - visual aids? hand outs? guest speakers? quiz? engaging activity? etc. An outline of the presentation, including content and activities, needs to be submitted two class periods in advance of the presentation and be approved by the instructor.

3. Snack: In teams of two or individually, each member of the class will bring a nutritious snack to class on the date assigned. The snack will follow the Child and Adult Care Food Program Guidelines and be appropriate and interesting to children.

4. Notebook: Major project of the semester. Use a large loose leaf binder and include in it any articles, forms, procedures, handbooks, and other guides that will help you operate and manage an early childhood program. This project will be based on an imaginary program which you will develop throughout the semester. Further guidelines will be given in class. Designated papers to be included will be submitted approximately every three weeks and scored. At the end of the semester, the total notebook will be submitted and scored based on organization and ease of use in the future along with a final reflection as summary of your project.
   All papers must be typed (unless otherwise stated) and scholarly.

5. Program Presentation: Given the last two weeks of the semester, the classroom will take on the format of an "Early Childhood Fair". You will man a booth for 15 - 20 minutes showcasing a synopsis of your semester "dream program". Be creative in this presentation.

Optional Learning Experiences:

Optional experiences may be used for additional credit with a maximum of 25 points obtainable through extra credit work. Request guidelines from the instructor and receive prior approval before turning in extra credit projects. Possible points are based on expected time expended and are listed following the topic.

Suggestions are:
1. Current professional early childhood articles on administrative topic summary (10)
2. Professional conferences/lectures - attendance and report (varies)
3. Public meeting on child related issues attendance & report (15)
4. Book report on child development or young children (20)
5. Shadow study of an early childhood administrator (varies)
6. Design your own experience (varies)

Class Policies:
Last date to change to audit status: November 3, 2006

Last date to withdraw with a W grade: November 3, 2006

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student. It is expected that students will conduct themselves in a civil and respectful manner during class meetings and in individual meetings with the instructor. The class will provide a safe, hostile-free, and non-intimidating environment for all students.
Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

Calendar or schedule indicating course content:

Tentative Calendar and Course Outline
Fall 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter*</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28</td>
<td>3</td>
<td>Course Outline/Requirements/Grading System</td>
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<tr>
<td></td>
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<td>Program Types and Information** for Planning Programs</td>
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Unit I: Orientation/Overview of Course

Unit II: Establishing an Early Childhood Program

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<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
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<tbody>
<tr>
<td>9/4</td>
<td>3</td>
<td>Labor Day - No class</td>
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<tr>
<td>9/11</td>
<td>3</td>
<td>Needs Assessment</td>
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<tr>
<td></td>
<td>4</td>
<td>Standards and Regulations</td>
</tr>
<tr>
<td>9/18</td>
<td>3</td>
<td>Formation of School Policy, Objectives, Philosophy</td>
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<tr>
<td></td>
<td>5</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>9/25</td>
<td>8</td>
<td>Developing a Center Facility - 2 Notebook Papers Due</td>
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<tr>
<td></td>
<td>8</td>
<td>Site Plan and Site Regulations</td>
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<tr>
<td>10/2</td>
<td>9</td>
<td>Planning Space, Equipment, and Supplies</td>
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<tr>
<td></td>
<td>10</td>
<td>Scheduling Staff and Routines (give midterm)</td>
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<tr>
<td>10/9</td>
<td>11,12</td>
<td>Admission Procedures and Requirements</td>
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<td></td>
<td>11</td>
<td>Marketing - 2 Notebook Papers Due</td>
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Unit III: Management

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<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
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<tbody>
<tr>
<td>10/16</td>
<td>6</td>
<td>Finances: Budget</td>
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<tr>
<td></td>
<td>6</td>
<td>Finances: Record Keeping, Taxes, Personnel</td>
</tr>
</tbody>
</table>
Midterm Exam Due

10/23  Fall Break - No class
10/30  7     Finances: Funding
       13    Food Management and Nutrition
11/6   13    Health and Safety - 2 Notebook Papers Due

Unit IV: Human Relationships

11/13  1,2    General Communication Skills
       16    Parents
11/20  16    Public, Community, Volunteers
       10    Personnel Policies and Job Descriptions
11/27  1, 10  Staff Handbook and Procedures
       10    Staff Selection and Orientation (give final)
12/4   11    Staff Development
       14    Staff Evaluation & Dismissal
       15    Staff Meetings and Problem Solving - 2 Notebook Papers Due
       14    Program Evaluation
       1,2  Characteristics of a Director

Program Presentations (Early Childhood Fair)

12/18  Exam Due, Semester Wrap-Up

       Final Summary/Reflection Paper and Notebook Due, Final Exam Due

* Chapter needs to be read before attending class on date listed.

** Underlined topic indicates paper to be developed for notebook.