Casper College Course Syllabus

Course Number and Title: EDEC 1200-N1 Administration in Early Childhood Programs

Semester: Spring 2015

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

Instructor: Amy Daley

Office: Natrona County School District Central Services Facility

Phone: 307 262-9699

COURSE DESCRIPTION:

Designed to provide students with the opportunity to develop skills in both the business and human relations component of administering centers for young children. Includes procedures in establishing early childhood centers; administrative forms, fiscal management; selection, development, and motivation of staff; parent and community involvement and regulations and evaluation.

STATEMENT OF PREREQUISITES:

EDEC 1020 or permission of instructor

GOAL:

All students will gain knowledge and skills in both the management and early childhood components of administering centers for young children.

OUTCOMES:

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

Upon completion of this course the student will demonstrate knowledge and/or skills in the operation of quality early childhood programs including;

- Personal and professional self-awareness
- Legal and fiscal management
- Staff management and human relations
- Educational programming
- Program operations and facilities management
- Family support
- Marketing and public relations
- Leadership and advocacy
- Oral and written communication
- Technology
- Historical and philosophical foundations
- Child growth and development
- Child observation and assessment
- Curriculum and instruction methods
- Children with special needs
- Family and community relationships
- Health, safety, and nutrition
- Learning environments
METHODOLOGY:

This course will include online discussion and experiential learning.

EVALUATION CRITERIA:

ALL PAPERS MUST BE TYPED AND SCHOLARLY

Successful semester performance will be judged on a point system with evaluation of students based on the following: (points are approximate)

Exams 2 @ approx. 100 points

Weekly Assignments 16 @ 100 points

Final Project 1 @ 500 points

Discussion Postings 16 @ 100 points = 1600

Quizzes/Review Questions/Other? @ 10-25 points =?

ALL ASSIGNMENTS MUST BE COMPLETED TO RECEIVE CREDIT FOR THIS COURSE

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 SPECIFIC DETAIL:

Course requirements:

  ALL REQUIREMENTS MUST BE MET IN ORDER TO PASS THIS COURSE

Completion of weekly assignments

Completion of discussion postings

Exams: 1 midterm and 1 final (open book, and open note)

Final Project

Optional Learning Experiences:

Optional experiences may be used for additional credit. A MAXIMUM OF 100 POINTS MAY BE RECEIVED THROUGH ADDITIONAL CREDIT WORK. I must approve all additional credit projects in advance. All optional learning assignments are to be completed two weeks prior to finals week. Any of the special projects listed below may be used for additional credit:

- Attendance and report of public meetings or lectures on early childhood related issues.

- Updates and reports on legislation regarding childcare issues in the state.

- Book report on child development or young children.

- Design your own experience. Always receive prior approval and request guidelines.

REQUIRED TEXT:

CLASS POLICIES:

Weekly sessions will run Mondays through Sundays. Due dates will be noted on all assignments and discussions. All work must be completed in order to pass the course.

Last Date to Change to Audit Status or to Withdraw with a “W” Grade: April 16, 2015

STUDENT RIGHTS AND RESPONSIBILITIES: Please refer to the Casper College Student Conduct and Judicial Code for information concerning student rights and responsibilities as a Casper College Student.

CHAIN OF COMMAND:

If you have 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 (Kerri Mahlum) then the Dean (Dr. Shawn Powell) , and lastly the Vice President for Academic Affairs, (Dr. Tim Wright).

ACADEMIC DISHONESTY:

Cheating and 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 offence was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

OFFICIAL MEANS OF COMMUNICATION:

Casper College faculty and staff will employ the student’s assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also,
where you will find course evaluation links during course evaluation periods.

**ADA ACCOMODATIONS POLICY:**

If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.
## Course Content and Calendar

### Spring Semester 2015

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>DATE</th>
<th>Reading Assignment</th>
<th>Assignments</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| WEEK #1 Getting To Know You | 1/20-1/25  | No reading assignment | 1. Week #1-Activities  
2. Discussion Posting | 1/26  
Initial post due 1/22, 1st response due 1/24, last 2 responses due by 1/26 |
| WEEK #2 The Working Director | 1/26-2/1   | Chapter 1          | 1. Week #2 Activities  
2. Discussion Posting | 2/2  
Initial post due 1/29, 1st response due 1/31, last 2 responses due by 2/2 |
| WEEK #3 Assessing Community Need and Establishing a Program | 2/2-2/8   | Chapter 2          | 1. Week #3 Activities  
2. Discussion Posting  
3. Identify Administrator for Case Study Project | 2/9  
Initial post due 2/5, 1st response due 2/7, last two responses due by 2/9 |
| WEEK #4 | 2/9-2/15 | Chapter 3 | 1. Week #4 Activities  
2. Discussion Posting  
3. Signed Administrator Permission slip due |
| WEEK #5 | 2/16-2/22 | Chapter 4 | 1. Week #5 Activities  
2. Discussion Posting  
3. Begin Weekly Anecdotal Notes (due in Case Study) |
| WEEK #6 | 2/23-3/1 | Chapters 5 and 6 | 1. Week #6 Activities  
2. Discussion Posting |
| WEEK #7 | 3/2-3/8 | Chapters 7 and 8 | 1. Week #7 Activities  
2. Discussion Posting  
3. Interview Protocol due |
| WEEK #8 | 3/9-3/13 | No reading assignment | MIDTERM |
| WEEK #9 | 3/16-3/20 | No Reading Assignment | SPRING BREAK |
| WEEK #10 | 3/23-3/29 | Chapter 9 | 1. Week #10 Activities  
2. Discussion Posting | 3/30  
Initial post due 3/26, 1st response due 3/28, last two responses due by 3/30 |
|----------|-----------|-----------|--------------------------|-------------------------------------------------|
| Staffing the Center | 3/30-4/5 | Chapters 10 and 11 | 1. Week #11 Activities  
2. Discussion Posting | 4/6  
Initial post due 4/2, 1st response due 4/4, last two responses due by 4/6 |
| WEEK #11 | 4/6-4/12 | Chapter 12 | 1. Week #12 Activities  
2. Discussion Posting | 4/13  
Initial post due 4/9, 1st response due 4/11, last two responses due by 4/13 |
| Recruiting Children and Supporting Quality Curriculum | 4/13-4/19 | Chapter 13 | 1. Week #13 Activities  
2. Discussion Posting | 4/20  
Initial post due 4/16, 1st response due 4/18, last two responses due by 4/20 |
| Managing the Food and Health and Safety Programs | 4/20-4/26 | Chapter 14 | 1. Week #14 Activities  
2. Discussion Posting | Initial post due |
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<thead>
<tr>
<th>Professional Development</th>
<th>WEEK #15</th>
<th>Earning Center Components</th>
<th>4/23, 1st response due 4/25, last two responses due by 4/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 15</td>
<td>4/27-5/3</td>
<td>Chapter 15</td>
<td>Administrator Case Study Due</td>
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<td>1. Week #15 Activities</td>
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<td>2. Discussion Posting</td>
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<td>5/4</td>
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<td>Initial post due 4/30, 1st response due 5/2, last two responses due by 5/4</td>
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<td>WEEK #16</td>
<td>5/4-5/10</td>
<td>Chapter 16</td>
<td>1. Week #16 Activities</td>
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<td>Marketing the Program</td>
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<td>2. Discussion Posting</td>
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<td>5/11</td>
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<td>Initial post due 5/7, 1st response due 5/9, last two responses due by 5/11</td>
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<td>WEEK #17</td>
<td>5/11-5/15</td>
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<td>FINAL EXAM</td>
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<td>5/15</td>
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<td>WEEK #18</td>
<td>5/18</td>
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<td>Grades posted by 5/18</td>
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