

**MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS**

Semester/Year: Spring 2011

COURSE NUMBER: EDU 261 (5W1)

INSTRUCTOR: Elaine Spellman, M.S. Ed

COURSE TITLE: Early Childhood
Administration I

INSTRUCTOR'S EMAIL:
espellman@martincc.edu

CREDIT HOURS: 3

OFFICE LOCATION: Building 3, Room 2

CONTACT HRS/WK: 3

OFFICE NUMBER: 789-0305

PREREQUISITES: Take one set. Set 1: ENG
090 and RED 090 – Set 2: ENG 095

OFFICE/VIRTUAL HOURS:

Mon: 3p-5p

Tues: 10:30a-12p & 2:30p-3:30p

Wed: 10a-12p & 2:30p-4:30p

Thurs: 10:30a-12p & 1p-3p

Fri: 10a-12p (*varies depending on
site visits*).

***If any days/times are not convenient, please
call for an appointment.*

COREQUISITES: EDU 119

COURSE DESCRIPTION: This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

PROGRAM LEARNING OUTCOMES:

1. Promote Child Development and Learning (NAEYC Standard 1)

Key Elements: **1a:** Knowing and understanding young children's characteristics and needs.

1b: Knowing and understanding the multiple influences on development and learning.

1c: Using developmental knowledge to create healthy, respectful, supportive, and challenging learning environments.

2. Build Family and Community Relationships (NAEYC Standard 2)

Key elements: **2a:** Knowing about and understanding diverse family and community characteristics.

2b: Supporting and engaging families and communities through respectful, reciprocal relationships.

2c: Involving families and communities in their children's development and learning.

3. Observe, Document, and Assess to Support Young Children and Families (NAEYC Standard 3)

Key elements: **3a:** Understanding the goals, benefits, and uses of assessment
3b: Knowing about and using observation, documentation, and other appropriate assessment tools and approaches
3c: Understanding and practicing responsible assessment to promote positive outcomes for each child
3d: Knowing about assessment partnerships with families and with professional colleagues

4. Use Developmentally Effective Approaches to Connect with Children and Families (NAEYC Standard 4)

Key elements: **4a:** Understanding positive relationships and supportive interactions as the foundation of their work with children
4b: Knowing and understanding effective strategies and tools for early education
4c: Using a broad repertoire of developmentally appropriate teaching/learning approaches
4d: Reflecting on their own practice to promote positive outcomes for each child

5. Use Content Knowledge to Build Meaningful Curriculum (NAEYC Standard 5)

Key elements: **5a:** Understanding content knowledge and resources in academic disciplines
5b: Knowing and using the central concepts, inquiry tools, and structures of content areas or academic disciplines
5c: Using their own knowledge, appropriate early learning standards, and other resources to design, implement, and evaluate meaningful, challenging curricula for each child.

6. Become a Professional (NAEYC Standard 6)

Key elements: **6a:** Identifying and involving oneself with the early childhood field
6b: Knowing about and upholding ethical standards and other professional guidelines
6c: Engaging in continuous, collaborative learning to inform practice
6d: Integrating knowledgeable, reflective, and critical perspectives on early education
6e: Engaging in informed advocacy for children and the profession

Topic 1: Program Framework (outcomes 1 & 2)

Topic 2: Rules & Regulations (outcomes 3 & 4)

Topic 3: Personnel (outcomes 5, 6, & 7)

Topic 4: Financial Management (outcomes 8 & 9)

COURSE COMPETENCIES/STUDENT LEARNING OUTCOMES:

Upon completion of this course, students will know and be able to:

1. Identify and describe various program financial structures (ex. non-profit, for profit, employee sponsored, etc.) and program types (ex. full day, half day, school age only, preschools, etc.) and create a program philosophy, mission statement, and program goals for an early childhood program.
TOPIC: Program Framework
2. Develop and illustrate at least 3 marketing strategies for a child care program. **TOPIC: Program Framework**
3. Utilize the NC Division of Child Development's (DCD) website and the DCD handbook to identify online resources including laws and requirements impacting child care centers in North Carolina.
TOPIC: Rules & Regulations
4. Demonstrate ability to effectively utilize the NC Child Care Regulations handbook for a center or a home. **TOPIC: Rules & Regulations**
5. Describe strategies for selecting, managing, and supervising personnel. **TOPIC: Personnel**
6. Identify key legal issues (such as wage/hour, legal /illegal interviewing questioning, reference checking) related to hiring and employment. **TOPIC: Personnel**
7. Describe and develop at least 5 components/policies that would be included in a personnel policies and procedures handbook. **TOPIC: Personnel**
8. Develop a budget for a family child care home business or a medium sized child care center that includes at least 3 revenue items and 8 expenditures. **TOPIC: Financial Management**
9. Compare at least two different salary schedules (example: those based on experience, education, performance evaluation or a combination) and describe strengths and weaknesses of each. **TOPIC: Financial Management**

REQUIRED TEXTBOOKS: Sciarra, Dorsey, Lynch (2010). Developing and Administering a Child Care and Education Program (7th ed.). Cengage Learning. ISBN: 13:978-1-4283-6137-9.

NC Department of Health and Human Services (North Carolina Child Care Handbook)

SUPPLEMENTAL RESOURCES: Students may be asked to access information on various websites online, thus access to computers is necessary. The use of Martin Community College email is necessary for the course.

A 2" 3-ring binder and at least 12 divider tabs are required. Also, students will need a one subject notebook or a composition notebook to maintain a journal. Entries in journals will be based on early childhood and child development topics. Journals are turned in on a weekly basis.

In addition, this is a web-enhanced course. Thus, access to a computer is necessary, for submission of assignments, retrieval of feedback and grades, etc. Students may also be asked to access information on various websites online, where access to computers and internet service is also necessary. The use of Martin Community College email is necessary for the course. Hence, instructor responses will only be given to students if MCC email is used; personal email accounts should not be used.

LEARNING/TEACHING METHODS: There will be a combination of reading assignments, writing assignments, individual or group assignments, class discussions, tests/quizzes (if necessary), outside reading assignments, as well as computer and other types of research throughout the semester. The following learning principles will be used during the implementation of course material as well:

1. Individualized learning is essential to course success. Thus, the learning environment will incorporate and support each student's individual development in the context of the group.
2. Knowledge is individually constructed through receiving and processing of information through higher-order thinking and inquiry.
3. Learning is experiential, thus an active engagement in an effort to help students understand and apply the content will be used during the course.
4. Methods will be used to challenge students to gain and retain knowledge as students learn best when they are given challenges, choices and responsibility in their own learning.
5. Self reflection is necessary in the learning environment, thus a balance of opportunities for student absorption and expression will be used to help students self-monitor and assess the emergence of their learning.

ASSESMENTS/METHODS OF EVALUATION:

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|---|-----|
| 1. Tests | 25% |
| 2. Final Exam..... | 25% |
| 3. Portfolio Assignments..... | 25% |
| 4. Attendance/Class Participation | 10% |
| 5. Outside Reading Assignment | 10% |
| 6. Professionalism..... | 5% |

GRADING POLICY: 93 – 100%- A
85 – 92%- B
77 – 84%- C
70 – 76%- D
69% and below- F

COURSE OUTLINE:

Week 1: Introductions; Course/Syllabus Overview

Week 2: Chapter 1: The Working Director

Week 3: Chapter 3: Assessing Community Need

Week 3: Note: MCC closed on Monday, January 17; Monday classes will meet on Tuesday, January 18.

Week 4: Chapter 4: Licensing and Certification; NC Child Care Handbook

Week 5: Chapter 4: Licensing and Certification; NC Child Care Handbook

Week 6: Test 1 (Chapters 1, 3, 4 & Handbook)

Week 7: Chapter 5: Organizing the Center Structure & Working with a Board

Week 8: Chapter 6: Handling Financial Matters

Week 9: Chapter 7: Funding the Program

Week 10: Test 2 (Chapters 5-7)

Week 10: Note: MCC closed for Spring Break March 9-11.

Week 11: Chapter 8: Developing a Center Facility

Week 12: Chapter 9: Equipping the Center

Week 12: Chapter 10: Staffing the Center

Week 13: Test 3 (Chapters 8-10)

Week 14: Review Portfolio Assignments

Week 15: Review for cumulative Final Exam

Week 16: Final Exam

Week 16: Note: MCC closed on Friday, April 22 & Monday, April 25; Friday classes will meet on Thursday, April 21.

* This is an outline only; subject to change at instructor's discretion. Test dates and assignment due dates and directions will be given at least one week prior to due dates.

STUDENT ATTENDANCE POLICY: Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours for a course, which includes classes, labs, and shops. Some courses and programs have stricter attendance requirements of 85, 90, or 95 percent based upon the difficulty and complexity of the subject matter. General Education and Developmental courses require 85 percent attendance. The attendance requirement for Early Childhood Education and School Age Program students is ninety percent (90%). Students arrive to class on time and stay for the duration of the class period to be counted as present. Students will be counted absent if they arrive five minutes later than the class start time.

The census date is the date on which ten percent (10%) of the total course hours have met. Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent (10%) census date, the instructor will administratively withdraw the student.

Students who miss more than six contiguous contact hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor may be administratively withdrawn from the class by the instructor and given a grade of "WF."

The “WF” will be equivalent to an “F” when calculated into the student’s GPA. Online courses require students to log into Blackboard on a weekly basis.

This course specifically requires that students log in weekly and completed posted discussion boards and/or assignments, quizzes, test, etc. Students may remove a “WF” by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F.” The last day to officially withdraw without receiving an “F” is published in the academic calendar for each academic year. The official withdrawal date for mini sessions, block courses, or other non-traditional schedules are available from the registrar and will be included on the course syllabus.

Make-up work may be allowed at the discretion of the instructor. Late work or make-up work receives an automatic deduction of ten percent (10%) from the earned grade for each day it's late. Late work will not be accepted after three days.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn or if they officially withdraw.

Missed Tests: Any missed test will result in a “0” for the grade without proper documentation. Students must notify and receive approval from the instructor prior to missing the test to be eligible for a make-up test.

Missed Class Participation: Students do not automatically receive an "A" for attending class. Students are required to actively participate in class discussions and activities including demonstrating that preparedness (i.e. reading chapters prior to class, etc.).

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

Professional Behavior Policy:

This course places a strong emphasis on learning through a variety of methods. Your continuous participation in in-depth online discussions of course readings, homework assignments, activities, and projects are all required for success.

Students are expected to contribute to the class by engaging in discussion with fellow students and the instructor. I believe that group discussion is relative in many cases to a student's ability gain knowledge and effectively apply it in the early childhood field based on research. Hence, each student's written contributions to class discussions are respected and valued. During this semester, I am not only interested in teaching content, but also in the development of your professional knowledge, dispositions, attitudes, and behavior. These traits include but are not limited to: being organized and prepared; effectively communicating verbally (when necessary) and in writing; showing initiative; demonstrating commitment, honesty, and reliability; demonstrating effective problem-solving skills; being flexible, and having a sense of humor; demonstrating the ability to work independently and as a group ; accepting ownership/responsibility; being accepting of constructive criticism, and the ability to balance injecting fun into the environment yet maintaining professionalism, etc. All of these attributes will be in your graded assignment and class participation grades, which will be an important part of your overall grade in the course.

Students in the Early Childhood or School Age Programs at Martin Community College are expected to exhibit the highest personal integrity in all academic work and behavior. Lying, cheating, and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and **WILL NOT** be tolerated. For purposes of this class:

-Lying includes but is not limited to falsifying information provided as verification for the reason you were not able to complete work on time.

-Cheating is receiving, giving, or helping another student receive or give any information during a quiz, test, examination, or individual assignment without the express permission of the instructor; copying work from another student, or submitting work done by another student as your own; using unauthorized materials or equipment during a quiz, test, or examination, e.g. notes or books or electronic devices; communicating the subject matter, or contents of a quiz, test, or examination to another student unless specifically authorized by the instructor to share it; taking a quiz, test, or examination for another student; obtaining quiz, test, or examination questions beforehand, including viewing any quiz, test, or examination presented on the internet before answering for submission; tampering with the grading of a quiz, test, or examination; working with others in completing take-home quizzes, tests, or examinations, or individual assignments unless the instructor specifically authorizes collaborative work.

-Plagiarism is to take ideas, writing, etc. from another and pass them off as one's own. Plagiarism is fraud, and under U.S. law it is theft. Almost all forms of expression are covered by some form of legal protection, as intellectual property of the originator. Using another's words or thoughts and not giving them credit appropriately is plagiarism.

Any violation of academic integrity will result in disciplinary actions for a violation of academic integrity. An instructor may give a zero for the assignment, quiz, test, or examination. The student will receive an "F" for the course and will be dropped from the current semester roll. For more information concerning the behavior expected of a student at Martin Community College, please see the Student Governance and Conduct Code on pages 47-48 of the Martin Community College Career Catalogue for 2006-2008.

Keep in mind that as your instructor, I am often asked to be a reference on your behalf. Academic integrity violations and/or violations of the Student Governance and Conduct Code, as well as a lack of professionalism may affect your ability to get a job in the future. You are studying to obtain work in a field that requires high standards. You should be developing your professional communication skills, attitudes, actions, and behaviors starting now.

- All assignments will be graded using the Microsoft editing tool, thus they **MUST** be submitted electronically (Through the Blackboard's Assignment Tab). Students will be given a time and due date for all assignments to be submitted electronically. Any time after the given date and time requirement is considered late. Thus, the late assignment penalty will apply. In addition, feedback will be given on assignments using this method. Students are strongly encouraged to review the feedback and use it to improve upon future assignments.

-All cell phones must be turned off during class. This will help minimize disruptions and distractions. Failure to comply with this rule will be considered in the calculation of the professionalism grade.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.