



**SCHOOL OF EDUCATION  
VIRTUAL CAMPUS**

**Mission: Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.**

**COURSE NUMBER AND TITLE:** ECHD 4319 Administration of Programs for Young Children

**TERM AND DATES:** August 20- November 3, 2018

**Holidays:** September 3, 2018

Online: <https://wbu.blackboard.com>

**INSTRUCTOR'S NAME:** Suzanne Kimball

**OFFICE ADDRESS:** online

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**OFFICE HOURS:** Email response within 24 hours, usually less. You may leave messages/texts on my cell phone at any time.

**CATALOG COURSE DESCRIPTION:** This course serves as a clear guide for new and experienced directors and emphasizes the director's responsibility for being a leader in both program and people maintenance. Presented are the business skills and knowledge that every director must have: funding; budgeting; selecting, training, and supervising staff; housing the program; purchasing equipment; and evaluating the program. This course gives early childhood professionals the tools they need to implement an excellent program for young children and their families.

**REQUIRED RESOURCE MATERIALS:**

- A. Student Textbook(s) Sciarra, D., Lynch, Ellen., Adams, Shauna.,Dorsey, Anne. *Developing and administering a child care and education program .2016.*(9<sup>th</sup> ed.). Florence, KY: Cengage Learning. ISBN: 9781305088085
- B. Access to WBU Learning Resources [www.wbu.edu/lrc](http://www.wbu.edu/lrc)

**COURSE OUTLINE:**

- Chapter 1: The Effective Director.
- Chapter 2: Addressing Community Need and Establishing a Program.
- Chapter 3: Licensing and Certification.
- Chapter 4: Organizing Center Structure and Working with a Board.
- Chapter 5: Handling Financial Matters.
- Chapter 6: Funding the Program.
- Chapter 7: Developing a Center Facility.
- Chapter 8: Equipping the Center.
- Chapter 9: Staffing the Center.

Chapter 10: Recruiting Children

Chapter 11: Supporting Quality Curriculum

Chapter 12: Managing the Food and Health and Safety Programs.

Chapter 13: Working with Families, Volunteers, and the Community.

Chapter 14: Providing for Personal and Professional Staff Development.

Chapter 15: Evaluating Center Components

Chapter 16: Marketing the Program

### **COURSE REQUIREMENTS:**

- The student will attend class, read all assigned materials, participate in class activities, field experiences, and assignments, and will behave in a professional manner. Students will complete all assignments at the appropriate time; due dates are important.
- All assigned work must be word-processed.
- The student will complete a midterm and a final exam. Tests are open book, timed, and not proctored.
- Written Assignments
- Reading Assignments
- Project

### **COMPETENCIES FOR THIS COURSE:**

- Students will conduct themselves as members of the early childhood profession.
- Students will become informed advocates for sound educational practices and policies.
- Students will practice collaborative discussion to demonstrate knowledgeable, reflective and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of best practices.
- Students will be introduced to the skills and understanding to establish a program, organize the program structure, work with an advisory board, manage financial matters and funding, staff the program, group and enroll children, handle food and safety issues, and evaluate program components.

### **STUDENT LEARNING OUTCOMES:**

- Analyze the planning functions of an administrator
  - Philosophy and Mission Statement; Goals and Objectives; Role of parents in planning for children
  - Analyze program policies
- Evaluate the operational functions of an administrator
  - Licensing Regulations and Law (local, state, and national)
  - Identify resources available to assist programs
  - Developmentally Appropriate Practices; Accreditation processes and procedures
  - Fiscal management system; Budgeting and Management
  - Supervisory functions; Administrative styles and roles
  - Staffing needs; Employment processes (e.g., job descriptions, recruiting, screening, interviewing, selecting, terminating)
  - Orientation plan; Evaluate staff meetings
- Summarize the evaluation functions in an early care and education program
  - Methods to evaluate programs
  - Staff evaluation and staff development plans
  - Evaluations of children; Analyze evaluation instruments
- Explore methods of effective communication
  - Communicating with staff and families

## MEANS FOR ASSESSING STUDENT ACHIEVEMENT OF THE OUTCOME COMPETENCIES:

- Written assignments
- Discussion Board participation
- Midterm, Final Exam
- Project

## ATTENDANCE POLICY:

1. **Online Students** - Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner.
2. Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.
3. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
4. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
5. Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.
6. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

Instructor's Additional Policies: Attendance for this virtual course will be documented by the student's online participation in class and submission of online assignments, thus attendance will be determined by the student's online participation in course activity—not the last log in.

Instructor's note: The advantage on online learning is the asynchronous environment. In other words, you can meet class at your convenience. Along with this convenience comes a tremendous responsibility. The student must be organized and self motivated to stay current in all assignments. The management software on Blackboard tracks the times and time stamps submissions. All assignments have deadlines for submission. If unexpected situations happen, please communicate with me via email, so we can work together for success.

**EVALUATION: University Grading System:**

<b>EVALUATION: University Grading System (see Catalog)</b>			A grade of "CR" indicates that credit in semester hours was granted but no grade or grade points were recorded. *A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to the grade of F. An incomplete notation cannot remain on the student's permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.
A	90-100	Cr for Credit	
B	80-89	NCR No Credit	
C	70-70	I Incomplete*	
D	60-69	W for withdrawal	
F	below 60	WP Withdrawal	
		Passing	
		WF Withdrawal	
		Failing	
		X No grade given	
		IP In Progress	

**COURSE POINT SYSTEM**

- A = 550 -600 points
- B = 500 -549 points
- C = 450 -499 points
- D= 400 - 449 points
- F = 399 and below

**COURSE GRADING RUBRIC:**

Assignment	Points
<b>Weekly Assignments 1-7 (20 points each)</b>	<b>140</b>
<b>Discussion Boards 1-8 (20 points each)</b>	<b>160</b>
<b>Project</b>	<b>100</b>
<b>Test #1 (midterm)</b>	<b>100</b>
<b>Test #2 (final exam)</b>	<b>100</b>
<b>TOTAL</b>	<b>600</b>

**Academic Honesty :** University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty; see catalog for more information about academic dishonesty.

**Plagiarism** - The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.*" - Source:

<http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm#plag>

**Disabled Persons:** It is University policy that no otherwise qualified person with disabilities be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. It is the responsibility of the student to disclose and to provide documentation pertaining to the disability so that appropriate modifications may be made.

**Grade Appeal Statement:** "Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation."

### Coursework at a Glance

Week	Date	Assignments to complete this week	Text Readings to complete this week	Assignments that are due this week Mondays midnight  Original DB posts due on Fridays midnight with responses due by Mondays midnight CST (except 9-3-18)
1	8-20-18	Assignment 1, DB#1	Chapters 1,2	
2	8-27-18	Assignment 2, DB #2	Chapters 3, 4	Assignment 1, DB #1,
3	9-4-18	Assignment 3, DB #3, Begin Project	Chapter 5,6	Assignment 2, DB #2
4	9-10-18	Assignment 4, DB #4	Chapters 6,7	Assignment 3, DB #3
5	9-17-18	Test #1 , DB #5	Chapters 8,9	Assignment 4, DB #4
6	9-24-18	Assignment 5, DB #6	Chapters 10,11	Test # 1, DB #5
7	10-1-18	Assignment 6, DB #7	Chapter 11,12	Assignment 5, DB #6
8	10-8-18	Assignment 7, DB #8	Chapters 13,14	Assignment 6, DB #7
9	10-15-18	Complete Project	Chapters 15,16	Assignment 7, DB #8
10	10-22-18	Test #2		Project
11	10-29-18	Smile!	☺	Test # 2