



Administration of Programs for Children

Texarkana College
Course Syllabus
CDEC 2326
Spring 2020

Instructor: Linda Jennings
Contact: linda.jennings@texarkanacollege.edu
870-772-7685
Room: Humanities Building, 226
Office hours: Wednesday 5:30-6:00
Course Time: Wednesday Hybrid Course:
6:00-7:20 Lecture
Online Lab

Correspondence: You can correspond with me through E-mail (linda.jennings@texarkanacollege.edu) or by texting (903-293-4590). E-mails or text messages received after 9:00 pm will not be returned until the next business day. Please give your name and as much detail as possible. I will return e-mails and text messages as soon as possible.

Required Text: Leaders and Supervisions in Child Care Programs By Sciarra and Dorsey
ISBN 13:978-0-7668-2577-2

Catalog Description: A practical application of management procedures for early care and education programs, including a study of operating, supervising and evaluating programs.

Objectives: Students will exhibit an understanding of the leader's role, how to implement policies and procedures and effective communication with staff and parents.

Class Attendance, Tardiness and Participation: This is a hybrid course. Most of this class will be completed through web-based lessons. You are required to attend class dates listed on the syllabus. Absences must be approved. During lecture nights, we will discuss power points, homework assignments, lab work and observation hours. Class participation is a must! We will do a lot of discussion questions and role play activities. Your input and listening to others will contribute to your learning. Some of the test questions will come from class discussions. Plan to attend class and be on time!!

Academic Integrity: Academic honesty is expected of students enrolled in this course. Cheating and plagiarism of any form will be reported to the college and may be grounds for failing the course. No copying homework, test or quizzes.

Drop or Withdrawal: A student should not stop attending a class without formally withdrawing from the course. If a student stops attending class after the published last day for students to drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W". Withdrawal from a course(s) **may** affect a student's current or future

financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Disability Act: Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Administration at 903-823-3283 or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me, so we can discuss the accommodations that you might need for this class.

Grades:

A=1800-2000	Lecture:	
B=1600-1799	Tests (4 at 100 points)	400 points
C=1400-1599	Paper	100 points
D=1200-1399	Homework (8 at 50 points each)	400 points
F= 0-1199	Lab:	
	20 Observation Hours	400 points
	(Each monthly set is 100 points)	
	10 Hours of Lab (10 at 50 points each)	500 points
	Comprehensive Final Exam	<u>200 points</u>
		2000 total points

Jenzabar: Chapter lectures, grades, attendance, class work and lab work will be completed through Jenzabar. Jenzabar is located on the myTC page.

Power Points: Each chapter will have a power point presentation with a prerecorded voice lecture. A homework assignment will be assigned for each chapter.

Homework: Homework assignments correspond with the power points. Homework will vary from short answer questions to business reports. This is an administrative level course, therefore; assignments are graded on the level of professionalism. Meaning the assignments are graded on the correct grammar and content. Homework will be due at the beginning of class period. Be ready to discuss your homework in class.

Tests: Tests will be given in the Testing Center. Scantron is required. Test dates are listed on the class schedule. Tests will be multiple choice, fill in the blank, essay and true/false. Questions will come from the class discussions, lab work, homework and notes. **NO make-up TESTS!!!!** No Exemptions!!!

Paper: A two-page typed paper over the observation experience, supervision and leadership will be due. Instructions for the paper will be given at a later date. Regardless of excuses, late papers will not be taken.


Lab work:




Observation Hours: The State of Texas is mandating 30 hours of observational training for students attending CDED 2326. Please refer to the observational requirement page for complete instructions.

Let's be professional!! **No cell phones!**



Class Schedule

Month of January:	
January 22	Introduction to class at 6:00
Assignment Ch. 1 Understanding the Leader's Role	
Lab:	 #1 Lab: Inspirations from Life Class and Oprah
5 hours of Observation in the classroom	

Month of February:									
February 5	MEET IN CLASS at 6:00								
ITEMS DUE FEBRUARY 5TH: TURN IN									
<table border="1"> <tr> <td>✓ check</td> <td>Assignment Due</td> </tr> <tr> <td></td> <td>Ch. 1 Understanding the Leader's Role Homework Assignment</td> </tr> <tr> <td></td> <td>Lab #1: Inspirations from Life Class and Oprah</td> </tr> <tr> <td></td> <td>(5) Observation Hours are Due</td> </tr> </table>	✓ check	Assignment Due		Ch. 1 Understanding the Leader's Role Homework Assignment		Lab #1: Inspirations from Life Class and Oprah		(5) Observation Hours are Due	
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	Ch. 1 Understanding the Leader's Role Homework Assignment								
	Lab #1: Inspirations from Life Class and Oprah								
	(5) Observation Hours are Due								
Assignment Ch. 2 The Leader as Role Model									
Test Chapters 1 and 2 Starts on February 9 and Ends on February 15									
February 19	MEET IN CLASS at 6:00								
Assignment Ch. 3 Setting the Stage for Effective Supervision									
Lab:	 #2 Lab: NSO Qualities of Child Care Professionals  #3 Lab: Emotional Intelligence: How Good Leaders Become Great  #4 Lab: 7 Essential Qualities of All Great Leaders								
5 hours of Observation in the classroom									

Month of March:

March 4 MEET IN CLASS at 6:00

ITEMS DUE MARCH 4TH
TURN IN

✓ check	Assignment Due
	Ch. 2 The Leader as Role Model Homework
	Ch. 3 Setting the Stage for Effective Supervision Homework
	Lab #2: NSO Qualities of Child Care Professionals
	Lab #3: Emotional Intelligence: How Good Leaders Become Great
	Lab #4: 7 Essential Qualities of All Great Leaders
	(5) Observation Hours are Due

Assignment Ch. 4 Making the Supervisory Program Work

Test Chapters 3 and 4
Starts on March 8 and Ends on March 13

March 18 SPRING BREAK

Assignment Ch. 5 The Orientation Program: Starting the Relationship

Lab:



#5 Lab: Professionalism in Child Care



#6 Lab: Tips on Orienting Your New Employee- New Employee Orientation



#7 Lab: Successful Leaders do 15 Things Automatically, Every Day

March 25 MEET IN CLASS at 6:00

5 hours of Observation in the classroom

Month of April:

April 1 MEET IN CLASS at 6:00

ITEMS DUE APRIL 1st
TURN IN:

✓ check	Assignment Due
	Ch .4 Making the Supervisory Program Work Homework
	Ch. 5 The Orientation Program: Starting the Relationship Homework
	Lab #5: Professionalism in Child Care
	Lab #6: Tips on Orienting Your New Employee
	Lab #7: Successful Leaders do 15 Things Automatically, Every Day
	(5) Observation Hours are Due

Assignment Ch. 6 The Supervision Process

Test Chapters 5 and 6
Starts on April 13 and Ends on April 19

April 22 MEET IN CLASS at 6:00

Assignment Ch. 7 The Leader as a Change Agent

Assignment Ch. 8 The Leader as a Professional

Lab:



#8 Lab: Administration and Supervision



#9 Lab: What Does Leadership in Early Childhood Settings Look Like?



#10 Lab: Do You Agree with the Statement? The Child Care Director:
Not Just Anyone Can Do This Job

5 hours of Observation in the classroom

Month of May:	
May 6	MEET IN CLASS at 6:00
ITEMS DUE May 6 th TURN IN:	
✓ check	Assignment Due
	Paper Due
	Ch 6. The Supervision Process Homework
	Ch 7 The Leader as a Change Agent Homework
	Ch 8 The Leader as a Professional Homework
	Lab #8: Administration and Supervision
	Lab #9: What Does Leadership in Early Childhood Settings Look Like?
	Lab #10: Do You Agree with the Statement? The Child Care Director: Not Just Anyone Can Do This Job
	(5) Observation Hours are Due
Test Chapters 7 and 8 Starts on May 3 and Ends on May 9	
Review for Comprehensive Exam	
May 13	Final Exam 🙌😊🙌

This syllabus is subject to change. The Instructor has the right to change the schedule at any time



Have a Wonderful Summer!!