

Administration of Programs for Children

Texarkana College
Course Syllabus
CDEC 2326
Spring 2023

Instructor: Linda Jennings
Contact: linda.jennings@texarkanacollege.edu
903-293-4590
Office hours: Wednesday 5:30pm-6:00pm
Course Time: Wednesday Scheduled Online Lecture 6:00pm-7:30pm
with online individualized Lab

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.

Course Delivery: The class is a web-based, synchronous class. This means the class will meet virtually through Microsoft Teams according to the class schedule. This is like a face-to-face course except that students will attend virtually. Students are expected to turn their cameras on and participate in active learning. Portions of course delivery and content will also be through Moodle or Jenzabar.

Attendance, Absences and Tardies: You are expected to be online every Wednesday night. Participation is a large part of this class. You are allowed **2** absences. This is the maximum allowable before a student is dropped from class. Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, you will be considered absent. I will take attendance at 6:15. You must be logged in with your camera on. Three tardies are equal to one absence.

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.

Class attendance and Participation: 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!

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.

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=1350-1500	Lecture:	
B=1200-1349	Tests (4 at 100 points)	400 points
C=1050-1199	Career Paper	100 points
D=900-1049	Homework (8 at 25 points each)	200 points
Below 900=F	Lab:	
	10 Observation Hours	250 points
	10 Online Lab Videos (10 at 25 points each)	250 points
	Interview Paper	100
	Comprehensive Final Exam	<u>200 points</u>
		1500 total points

Tests: Tests will be given in the Testing Center. 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!!!

Career Paper: A two-page typed career 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.

Homework: Homework assignments correspond with the chapter discussions. Homework will be submitted through Teams. Homework due dates are listed on the syllabus. Homework will vary from short answer questions to business reports. Be ready to discuss your homework each class.

Observational Requirements

The State of Texas is mandating all students attending CDEC 2326 to obtain **30** hours of onsite training. This class is concerned with Administrative and Supervision of Child Care Centers and Public-School Early Learning.

The 30 hours will be divided accordingly:

Part 1:

10 hours of **onsite** observation

*You will need a folder with pockets and brads.

*You will need to decide where and when you will observe. If an Administrator has concerns, please fill free to give them my number.

*An observational log is provided and must be in the folder.

*You will write a brief summary of your observational experience

*The Supervisor or another authority figure must sign the log for verification of observational times.

During the 10 hours, you will monitor several situations.

Leader's role

Effectiveness of the supervision

Management skills

Professionalism

Hiring process and policy

Employee termination and exit process

Part 2:

10 hours of **online** observation



Referred to as lab work on the syllabus and represented by this symbol. There are 10 labs which consist of educational videos, speakers, professional publications, etc..... The syllabus states as to when these hours will begin. A question-and-answer assignment will correlate with each lab. You will have one week to complete each assignment.

Part 3:

10 hours will consist of an interview. You will interview a knowledgeable individual in the education field. You will create a 2- page typed paper from the interview questions.



Let's be professional!! Turn your microphones off!!



Class Schedule

January 18 Introduction to class

January 25 Ch. 1 Understanding the Leader's Role



#1 Lab Hours







Decide location to complete the onsite observation hours

February 1 Ch. 1 Understanding the Leader's Role

Ch. 2 The Leader as Role Model



#2 Lab Hours

February 8	<p>Chapter 1 Homework due through Teams Ch. 2 The Leader as Role Model</p>  #3 Lab Hours
February 15	<p>Chapter 2 Homework due through Teams Ch. 3 Setting the Stage for Effective Supervision Test: Chapters 1 and 2 (2/16 to 2/24)</p>
February 22	<p>Ch. 3 Setting the Stage for Effective Supervision Ch. 4 Making the Supervisory Program Work</p>  #4 Lab Hours
March 1	<p>Chapter 3 Homework due through Teams Ch. 4 Making the Supervisory Program Work</p>  #5 Lab Hours
March 8	<p>Chapter 4 Homework due through Teams Test: Chapters 3 and 4 (3/9 to 3/24) Complete Interview Ch. 5 The Orientation Program: Starting the Relationship</p>  #6 Lab Hours
March 15	<h2>Spring Break</h2>
March 22	<p>Interview paper is due Chapter 5 Homework due through Teams Ch. 6 The Supervision Process</p>  #7 Lab Hours
March 29	<p>Ch. 6 The Supervision Process</p>  #8 Lab Hours

April 5

10 hours of onsite observation is due

Chapter 6 Homework due through Teams
Test: Chapters 5 and 6 (4/6 to 4/14)
Ch. 7 The Leader as a Change Agent

April 12

Chapter 7 Homework due through Teams
Ch. 8 The Leader as a Professional



#9 Lab Hours



#10 Lab Hours

April 19



All lab work must be complete
Chapter 8 Homework due through Teams
Test: Chapters 7 and 8 (4/20 to 4/28)
Work on Career paper

April 26

Career Paper

May 3

Final Exam



Happy Holidays!!