ECED 2312 - Administration of Early Childhood Programs
3 Credit Hours

Course Description:

This course is a study of organization and administrative practices applicable to the child care center.

The topics of special consideration include:

- leadership
- enrollment and public relations
- staff management
- financial management
- facilities
- regulations
- parent relations
- program development.

Course Outcomes:

1. Identify different administrative styles and roles. (6a, 6d)
2. Identify and discuss Tennessee's Licensing Standards. (6b)
3. Describe and apply the basic concepts of establishing a program including working with a board, choosing a philosophy, and equipping, staffing and publicizing a child care center. (1a, 2a, 4b)
4. List the forms needed to enroll a child in a child care program. (6b)
5. Apply the basic principles of managing the budget, food program, and health and safety issues of a child care center. (4b, 6b)
6. Describe the practices for hiring, orienting and planning for ongoing professional development of staff. (6b, 6c)
7. Plan for program, staff, child and self-evaluation. (3a, 3c)
8. Identify and practice positive communication techniques for working with staff, parents, volunteers and the community. (2b, 6c)

The following NAEYC Associate Degree Standards are addressed in this course:
Standard 1: Promoting Child Development and Learning 1a: Knowing and understanding young children's characteristics and needs
Standard 2: Building Family and Community Relationships 2a: Knowing about and understanding family and community characteristics 2b: Supporting and empowering families

and communities through respectful, reciprocal relationships

Standard 3: Observing, Documenting and Assessing to Support Young Children and Families 3a: Understanding the goals, benefits and uses of assessment 3c: Understanding and practicing responsible assessment

Standard 4: Using Effective Early Childhood Methods 4b: Knowing, understanding, and using effective approaches, strategies, and tools for early education

Standard 6: Becoming a Professional 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 knowledge, reflective, and critical perspectives on early education 6e: Engaging in informed advocacy for children and the profession

Prerequisites and Corequisites:

None

Course Topics:

The role of the administrator

- Qualifications
- Developing interpersonal relationships

Establishing a program

- Program mission and philosophy
- Assessing need
- Licensing and quality rating systems
- Organization and purpose of center
- The role of a board

Fiscal management

- Funding
- Budget

Facilities

- Designing space
- Equipment

Human resources

- Hiring and staff orientation
- Job descriptions
- Staffing patterns and scheduling
- Staff development

Center operations

- Marketing and public relations
- Grouping and enrolling children
- Food, health and safety program
- Risk management
- Working with families
- The volunteer program

Evaluation of center components

- Program evaluation
- Child assessment
- Staff evaluation

Specific Course Requirements:

Success in the course requires timely completion of each of the seven course modules (see above topics), two instructor developed assignments, one assignment based on student priority, fourteen activities related to course topics, interaction with class participants, and quizzes based on text and course content.

Required Textbooks:

Please visit the Virtual Bookstore to obtain textbook information for this course. Move your cursor over the "Books" link in the navigation bar and select "Textbooks & Course Materials." Select your Program, Term, Department, and Course; then select "Submit."

Supplementary Materials:

The Tennessee Department of Human Services Licensure Rules for Child Care Centers. This

information can be found [here](#).

Hardware and Software Requirements:

Minimum hardware requirements can be found [here](#).

Minimum software requirements can be found [here](#).

Common applications you might need:
To read a PDF file download the latest version of [Adobe Reader here](#)
Don't have Microsoft Word? Explore an alternative [OpenOffice here](#)
Accessing a PowerPoint file? Download the [PowerPoint Viewer here](#)

Web Resources:

Purdue [OWL Online Writing Lab](#) (for APA, MLA, or Chicago style)

The Writing Center [Online Writer's Handbook](#)

Student Resources:

- Technical support information can be found on the [TN eCampus Help Desk](#) page.
- Smarthinking virtual tutoring is available **FREE** of charge. to access Smarthinking, visit the course homepage and select Smarthinking under Course Resources. You also view [sample sessions](#) to see what Smarthinking offers and how it works.
- Information on other student issues or concerns can be located on the [TN eCampus Student Resources](#) page.

Instructor Information:

Please see "Instructor Information" in the Getting Started Module for instructor contact information, virtual office hours, and other communication information. You can expect to receive a response from the instructor within 24-48 hours unless notified of extenuating circumstances.

Testing Procedures:

All quizzes take place within the course (you do not need a proctor). You will take quizzes

online according to the due dates for completion of each module. Quizzes cover module reading assignments, are multiple choice and consist of 20 questions each.

Grading Procedures:

Rubrics used for grading discussion board activities; interaction and project assignments are available in the "Getting Started" portion of the course content.

Graded component	Number of graded components	Total points
Quizzes	One 20-questions quiz for each of the seven modules	7@20 = 140 points
Project assignments	Three assignments: 1. Self-assessment and director interview 2. Budget and staffing plan 3. Self designed project	3@ 50 = 150 points
Discussion board activities	Twelve activities to be posted to the discussion board that include field work, reflections and written reviews. Fourteen activities are available, but the two lowest grades will be dropped	12@15= 180 points
Interaction discussion	Discussion board interaction on module content	n module content 7 original posts@10 = 70 7 response posts@10 = 70
Total Course points		**610 points**

Grading Scale:

549 - 610 points = A
488 - 548 points = B
427 - 487 points = C
366 - 426 points = D
0 - 365 points = F

Students will complete seven learning modules. Each module will include reading assignments from the textbook and online sources, discussion board activities, interaction, and a quiz.

Discussion board activities include, but are not limited to:

- Interview of a working director
- Development of a program philosophy/mission statement
- Evaluation of Child Care rules and regulations
- Reponses to case studies
- Membership and roles of program boards
- Consideration of facility design
- Staff development
- The food, health and safety program
- Parent communications and education components

Interaction discussions are framed within the module topic; however they are led by the interests of students and current developments in the field.

The project assignments are:

- An interview with a working administrator and reflection leading to a personal professional development plan
- An ongoing center budget and staffing plan
- A self-selected and designed project. Topics may be developed from requirements of the PAS (Program Administrators Scale) used in the Tennessee Administrative Credential process. Possible topics may include:
    - Staff orientation policies and procedures
    - Salary plan/scale
    - Risk management plan
    - Child assessment policy, procedures and training plan
    - Staff/Parent questionnaires for program evaluation
    - Job description/performance appraisal forms
    - Parent handbook

A sequenced list of assignments, activities and projects arranged by module and due date is provided in the "Getting Started" portion of the course content.

You are expected to participate in all interactive aspects of the course. Interaction with the instructor and other students provides enrichment to the course content and will support learning outcomes. Discussion board interaction is an integral part of each module in which participation is graded. Instructor emails are used to address current issues in the field and to prompt discussion and reflection. You are expected to check email frequently. Check the course home page for news items and announcements. This class is designed to support student interaction.

Late Policy:

This course takes place in an asynchronous environment, meaning you set your own schedule for working online, however deadlines are placed on course activities, interactions, assignments and quizzes. It is your responsibility to become familiar with the course schedule. A schedule is available in the "Starting Up" section of the course content and due dates are listed on the course calendar. All work must be completed by the assigned deadlines and will not be accepted after that date.

Course Ground Rules:

The following two statements (1., 2.) were derived from the TBR System-wide Student Rules document, released January 2012:

RULES OF THE TENNESSEE BOARD OF REGENTS STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE SYSTEMWIDE STUDENT RULES CHAPTER 0240-02-03 STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

Read the document in its entirety here.

1. Standards of Conduct:

- Students are required to adhere to the same professional, legal and ethical standards of conduct online as on campus. In addition, students should conform to generally accepted standards of "netiquette" while sending e-mail, posting comments to the discussion board, and while participating in other means of communicating online. Specifically, students should refrain from inappropriate and/or offensive language, comments and actions.

2. Review the TN eCampus Academic Integrity/Academic Honesty Policy**:**

- In their academic activities, students are expected to maintain high standards of

honesty and integrity. Academic dishonesty is prohibited.

Such conduct includes, but is not limited to:

- an attempt by one or more students to use unauthorized information in the taking of an exam
- to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person,
- or to knowingly assist another student in obtaining or using unauthorized materials.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited.

Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are subject to disciplinary action through the regular procedures of the student's home institution. Refer to the student handbook provided by your home institution to review the student conduct policy.

In addition to other possible disciplinary sanctions that may be imposed, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

Other Course Rules:

Students are expected to:

- Participate in all aspects of the course
- Communicate with other students
- Learn how to navigate in Brightspace
- Keep abreast of course announcements
- Use the assigned course management (Brightspace) email address rather than a personal email address
- Address technical problems immediately:
  - [Contact Technical Support](#)
  - [View Term Calendar here](#)
- Observe course netiquette at all times.

Guidelines for Communications:

Email:

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.

- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

Discussions:

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Library:

The [Tennessee Virtual Library](#) is available to all students enrolled in TN eCampus programs and courses. Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading will be included within the course modules. To access the Virtual Library, go to the course homepage and select the *Virtual Library* link under Course Resources.

Students with Disabilities:

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes:

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Disclaimer

The information contained in this syllabus is for general information purposes only. While we endeavor to keep this information up-to-date and accurate, there may be some discrepancies between this syllabus and the one found in your online course. The syllabus of record is the one found in your online course. Please make sure you read the syllabus in your course at the beginning of the semester. Questions regarding course content should be directed to your instructor.