

Course Information

Semester & Year: Spring 2023

Course ID & Section #: ECE-12-V5118 – Administration 1: Programs in Early Childhood Education

Instructor's name: Michelle Hancock

Course units: 3

Instructor Contact Information

Online: Student support hours:

Office hours: Monday 8:00 – 10:00 a.m.

<https://canyononline.zoom.us/j/9492207244>

Phone number: (707) 339-0488

Email address: michelle-hancock@redwoods.edu

Catalog Description

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Note: This course meets the Administration requirement of Community Care Licensing and for the Child Development Permit.

Course Student Learning Outcomes

1. Identify administrative skills and describe their application in early care and education programs.
2. Demonstrate knowledge of key elements of strategic and fiscal planning.
3. Evaluate components of quality programs, facilities and operations.

Recommended preparation

ECE 2, ECE 5, and ECE 7

Textbooks

Textbook title: Planning and Administering Early Childhood Programs

Edition: 11th (10th is okay)

Author: Freeman, Decker, & Decker

ISBN: 978-0134027319

Textbook title: Program Administration Scale

Edition: 2nd

Author: Talan & Bloom

ISBN: 978-0134027319

<http://www.cde.ca.gov/sp/cd/re/documents/itcurriculumframework.pdf>

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and

accommodations, please contact your instructor or [Disability Services and Programs for Students \(DSPS\)](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19—DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Assignments

Weekly Assignments

15 weeks @ 4 points per week	60
Quizzes – 8 @ 3 points each	24

Projects

Content Quizzes 8 @ 3 points each	24
PAS	20
Center Budget	20
Staffing Schedule	20
Final Essay	20

Other Assignments

Introduction Quiz	4
Optional Extra Credit	5
Total	197

Evaluation & Grading Policy

Course grades, and specific comments about assignments, may be accessed at any time during the semester by clicking on the *Grades* link in the navigation bar.

Accuracy, clarity, and appropriateness of the work completed determine the grade for all assignments. Grades are based on the points that you earn, all points in the class contribute to the final grade of 100 points possible. A rubric will be provided for each assignment.

A grade of "C" is considered satisfactory, a "B" is good, and an "A" is excellent.

89.5% + = A

79.5%-89.4 = B

69.5%-79.4% = C

59.5% - 69.4% = D

Below 59.5 = F

Late Work

The following policies applied to late work during our time together:

- 1) One late discussion post will be accepted from each student during the semester for 50% of the original.
- 2) Test/Quizzes cannot be made up past the due date. Don't miss these deadlines!
- 3) Assignments (other than discussion posts and tests) can be turned in for a reduction of 5% per day, so if you submit 2 days late, the score will be reduced by 10%.

If you know there will be a major event that is going to create havoc with your schedule (i.e. you're about to give birth), please contact me at the beginning of the semester so we can discuss the situation before it occurs. The late policies still apply, but we can discuss how you can complete your work in advance.

Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

People go to college for a variety of reasons, but one of those reasons should be to gain knowledge. With that goal in mind, and to maintain the academic integrity of our course – all students are expected to abide by the guidelines laid out in the college academic honesty policy available at:

<http://www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf> as well as the following:

A) Complete your own work

While it is possible to enlist the help of others when completing an online course, ask yourself what is gained. The information and assignments provided in this course are intended to enrich your understanding of the subject matter.

B) Give credit where credit is due

Imagine you write an amazing novel, only to find it published as a best-seller under someone else's name! Plagiarism is taken very seriously and could lead to severe academic consequences. Learn the proper way to give credit to those whose words, ideas, and concepts you use to support your own original thoughts. More information about citing sources is available at: <http://libguides.santarosa.edu/citing>

C) Use the textbook and instructor-provided materials as your main sources of content for the course

The internet provides us with a wide range of resources at our fingertips. Not all sources are created equal. Our textbook was carefully chosen to provide you with a strong base of knowledge not available on most websites. Don't be try to snatch little bits of information here and there – our textbook and resources provide a framework to build upon. When other sources are needed, use reputable sources. More about determining reputable sources is available at: http://www.santarosa.edu/~kthornle/LIR10/LIR10_EvaluationCriteriaW4.pdf

Student Feedback Policy

I dedicate as much or more time to this class compared to a traditional class. I will access the class website regularly and respond to posted questions and messages within 24 hours Monday – Thursday and 48 hours Friday - Sunday. Additionally, I read every discussion forum post and occasionally participate. There is also

regular instructor-based communication with weekly announcements, lectures, evaluative feedback to your discussion posts, and emails/messages to students who fall behind.

Every Saturday the upcoming week's assignments are posted in Modules. The weekly assignments will typically require you to read online lectures and textbook chapters, watch videos, participate in discussions, and complete chapter quizzes.

In almost all cases, grades will be posted within one week of the assignment due date. Please review the rubric and grading comments attached to the grade.

Assignment Specifics

Classroom Discussion entries:

You will be required to submit one initial posting and two responses to peer postings per week for each question. This is the minimum. *Postings* are a minimum of 250 to 300 words in length and must reflect an understanding of the written (text, lecture, and articles) materials, critical thinking on the topics and citations from the materials you read that support your views. You must cite/quote from the readings in your initial weekly post. Try to relate the readings to your personal life and work experiences. An example of a weekly quote in proper format would be:

According to our text, "insert comment from text here." (Authors' last names, page number)

OR

"insert comment from text here." (Authors' last names, page number)

Responses are meaningful responses to your classmates and must thoughtfully discuss the ideas presented in the post to which you are responding. "I agree" does not count as a response. Aim for at least 30-40 words. These forum posts, as well as other assignments, will be used to determine your mastery of the learning outcomes.

Weekly postings are not text messages. You should spell out words and use punctuation and grammar appropriate for college work. Your posting is due by 11:59 p.m. on each Friday and your response(s) by 11:59 p.m. each Sunday. The forum closes at that time. Anything posted after that time will not be included in the score for the week. The grading rubric for weekly postings is shown below.

Weekly Posting Grading Rubric

Possible Points	Grading Criteria
1.0	Initial post includes a quote from week's readings & correctly addresses the question
1.0	Initial Post by Friday
1.0	Response to a minimum of 2 peers
1.0	Quality of Initial Post

Introduction Quiz

Prior to taking this quiz, familiarize yourself with Canvas, read the syllabus, and refresh your knowledge regarding academic honesty. You may retake the quiz once.

Center Budget

Develop a realistic and balanced budget for a childcare program. More details and a rubric to follow in the modules section.

Staffing Schedule

Create a staffing schedule that meets community care licensing regulations for a full-day infant/toddler program, a full-day preschool program, school-age before and after school program, and a half-day preschool (breaks and meals must be included) and describe the educational/experience requirements for each staff member. More details and a rubric to follow in the modules section.

Program Administration Scale

Visit an early childhood program and interview the director to complete the measures 1-21 of the Program Administration Scale. More details and a rubric to follow in the modules section.

Final Essay

Write a 1200 - 1500 word essay examining the ways in which the child care and development program director ensures program quality and equity in curriculum, staffing, facilities, relationships with stakeholders (licensing, funders, Boards, parents, community) including appropriate methods and tools of evaluation. More details and a rubric to follow in the modules section.

Extra Credit

Attend an early childhood education professional meeting or workshop and write a description of the meeting or workshop. Examples: CPIN Trainings, HAEYC. This cannot be a staff meeting or workshop required by your employer. Extra credit is only counted if all major assignments are submitted.

Class participation and Attendance policy

Student-initiated withdrawal may occur through the second week of class with nothing recorded in the student transcripts and from week's 2-10 with a recorded W (withdrawal). Administrative procedure (AP) 5075 allows instructors to withdraw students from class for non-participation through the 10th week of class. Non-participation for two weeks of assignments may result in the instructor dropping you from the course. No course withdrawal is allowed after the 10th week of class.

Basically, if you stop participating in class, you risk being dropped and this may cause a significant problem for your financial aid.

Communication Guidelines

Communication is critical to the success of our class! You need answers to your questions in a timely manner to do your best on assignments and meet deadlines. Don't hesitate to contact me if you can't find the answer to your question after reviewing our class syllabus, postings, or announcements. The best way to contact me is to either 1) send me an email, or 2) text me. I check email *at least* once a day, (usually more) except Sundays. If you have not received a response in 24 hours, assume I have not received it, confirm the email address you used and try again, and/or a different method.

Very important: In all forms of communication, be sure to include your full name and the class you are enrolled in prior to asking your question.

Remember, good communication is a two-way street. We will all need to work at it to make sure we communicate well during the semester. When we do, everyone benefits!

Course Schedule

	Topic	Readings	Assignments Due
Week 1 1/16	Introductions	Start Here First Module Week 1 Module Information	Intro Forum – Tues/Sun Note to Michelle – Tues Introduction Quiz – Sun
Week 2 1/23	Identifying Administrative Skills and Their Applications – Week 1	Chapter 1	Discussion Forum – Fri/Sun Content Quiz – Sun Key Points - Sun
Week 3 1/30	Identifying Administrative Skills and Their Applications – Week 2	Chapter 2	Discussion Forum – Fri/Sun Content Quiz – Sun Key Points – Sun
Week 4 2/6	Identifying Administrative Skills and Their Applications – Week 3	Chapter 3	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 5 2/13	Identifying Administrative Skills and Their Applications – Week 4	Chapter 4	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 6 2/20	Identifying Administrative Skills and Their Applications – Review	Supplemental	Discussion Forum – Fri/Sun
Week 7 2/27	Key Elements of Strategic and Fiscal Planning – Week 1	Chapter 5	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 8 3/6	Key Elements of Strategic and Fiscal Planning – Week 2	Chapter 6	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 9 3/20	Key Elements of Strategic and Fiscal Planning – Week 3	Chapter 7	Discussion Forum – Fri/Sun Content Quiz - Sun Center Budget – Sun Key Points – Sun
Week 10 3/27	Key Elements of Strategic and Fiscal Planning – Week 4	Chapter 8	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 11 4/3	Key Elements of Strategic and Fiscal Planning – Review	Supplemental	Discussion Forum – Fri/Sun
Week 12 4/10	Components of Quality Programs, Facilities, & Operations – Week 1	Program Admin. Scale Items 1-8	Discussion Forum – Fri/Sun Staffing Schedule – Sun
Week 13 4/17	Components of Quality Programs, Facilities, & Operations – Week 2	Program Admin. Scale Items 9-18	Discussion Forum – Fri/Sun
Week 14 4/24	Components of Quality Programs, Facilities, & Operations – Week 3	Program Admin. Scale Items 19-25	Discussion Forum – Fri/Sun

Week 15 5/1	Components of Quality Programs, Facilities, & Operations – Week 4	CLASS NAEYC Accreditation	Discussion Forum – Fri/Sun PAS – Sun
Week 16 5/8	Components of Quality Programs, Facilities, & Operations – Review		Final Essay – Fri

Admissions deadlines & enrollment policies

Spring 2022 Dates

- *Classes begin: 01/14/23*
- *Martin Luther King's Birthday (all campuses closed): 01/16/23*
- *Last day to add a class: 01/20/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date: 01/30/23 or 20% into class duration*
- *Last day to petition to file P/NP option: 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *President's Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23 – 03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*
- *Final examinations: 05/06/23 – 05/12/23*
- *Commencement: 05/15/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

Regular effective contact

Students should expect to receive weekly communication from the instructor via grading, email messages, and/or course announcements.

Technology skills, requirements, and support

Tech equipment and skills are required for student success, and of equal importance as required textbooks and materials. Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

Necessary Computer Skills - Most computers and internet providers are adequate. You should have high-speed internet service (such as broadband) from cable, DSL, or satellite providers as there are required multimedia assignments. You need to have reliable access to the Internet at least 3-4 times a week for the duration of the course. Anticipate problems, do not wait until the last minute to submit assignments. It is your responsibility to meet the class deadlines. Portable Devices vs. Computers: Although you can use late-model portable devices (such as Android or iOS phones and tablets) for some things, you should plan on doing the majority of your work (especially exams and assignments) from a reasonably late-model notebook or desktop computer (Mac or PC). Do NOT plan to participate in online classes solely from a portable device. Use the free Canvas app (called

“Canvas by Instructure”) available in iTunes (for iOS) and the Google Play Store (for Android) for the best experience.

Technology Requirements (computer, other hardware, and software) - [instructor: identify the computer requirements and any hardware or software necessary for students to succeed in your class.]

Technology Support – As your instructor, I am able to help with minor issues, but I am not a technology expert so my first recommendation when things aren’t working, is to suggest you try restarting your computer. 😊

Before contacting Technical Support please visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include but is not limited to: unwarranted interruptions; failure to adhere to instructor’s directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at [My CR Portal](#)

For help logging in to Canvas, visit [My CR Portal](#).

For help with Canvas once you’re logged in, click on the Help icon on the left menu.

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency Procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)
- [Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.
- Learning Resource Center includes the following resources for students
- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821