

EASTERN WYOMING COLLEGE
COURSE SYLLABUS
EDEC-1200
Administration in Early Childhood Programs

Semester/Year: Spring 2013 **Section:** 40
Credit Hours: 2 Lecture hours
Instructor: Kate Steinbock
Email: catherine.steinbock@ewc.wy.edu
Office Phone: (307) 532-8339
Office Hours: MF 10:00-11:00 am
TTh 10:30-11:30 am– Virtual Office Hours
W 1:30-2:30 pm
Available other times by appointment!

Required Materials:

Dorsey, A.G., Sciarra, D.J. (2012). Developing and administering a child care and education program (8th ed). New York: Delmar Learning. ISBN - 9781111833381

Catalog Course Description:

This course is designed to develop skills in both business and human relations components of administering child care for young children. Content includes procedures in establishing early childhood centers, administering paperwork, fiscal management, selection, development and motivation of staff, parent and community involvement strategies, and program regulations and evaluation.

Prerequisites:

Successful completion of or concurrent enrollment in EDEC 1020-Introduction to Early Childhood Education.

Rationale:

This course is required for the Early Childhood Education Degree and Certificate options.

Course Objectives:

The student will gain an understanding of the principles and components necessary for the development and operation of quality early childhood programs.

Outcomes:

Upon completion of this course the student will demonstrate knowledge and/or skills in operating early childhood programs including:

- Regulations and licensing procedures,
- Procedures in establishing programs,
- Selecting, dismissing, training and evaluating staff,
- Establishing positive relationships with staff, parents, volunteers, and the community,
- Program evaluation,
- Fiscal management, and
- General management techniques.

Methodology:

This course will include reading, discussion, and experiential learning.

Projected Course Assignments:

1. Weekly Discussion (10 points)
2. Assignments (20 points)
3. Final Presentation (100 points)

Evaluation:

To judge whether you as a student have achieved the objectives of the course students will:

- Demonstrate knowledge gained through weekly readings via weekly online assignments and discussions.
- Demonstrate knowledge gained through class discussion and participation including weekly assignments, discussions and final presentation.
- Demonstrate a generalization of knowledge learned through development and implementation final presentation.

All papers and exams will be evaluated holistically with attention given to knowledge of material and development of idea, organization, and quality of expression, sentence structure, correct grammatical form, spelling, and format.

(**Note – Instructor reserves the right to modify the assignments, deadlines, and point values of the course. If this is done, it will never be a disadvantage to you, and you will be notified in writing.)

Each student will be expected to:

1. Turn in all assignments on the due date and complete discussion topics in allotted time
2. Read the textbook and other assigned material
3. Create a topic and develop an in-service program for childcare staff

Grading Criteria:

Grades will be determined on the basis of the **total points** received on the assignments.

Grades will be assigned as follows

A.....	90-100%
B.....	80-89%
C.....	70-79%
D.....	60-69%
F.....	0-59%
W.....	student withdraws see EWC Catalog
X.....	Incomplete: see page EWC Catalog

IMPORTANT INFORMATION:

Assignments should be submitted no later than 11:55 PM on the due date. Late work **WILL NOT** be accepted. It is recommended that students pay close attention to the course schedule throughout the semester to stay on track with the course assignments.

Unless otherwise specified, all assignments must be formatted as follows: 12-point Times New Roman or Arial font, 1 inch margins, double spaced. **Writing assignments must be formatted using American Psychology Association (APA) style – this includes in-text citations and a references page.** Assignments should be submitted as a rich text file (.rtf).

Please make sure that every assignment submitted contains your name and date submitted. As a college student your submitted work is expected to be scholarly and submitted on time.

(**Note – Instructor reserves the right to modify the assignments, deadlines, and point values of the course. If this is done, it will never be a disadvantage to you, and you will be notified in writing.)

Attendance Policy:

This class is offered online therefore there will not be any required class meeting dates. However, it is the responsibility of each student to complete and submit assignments on time. Students may choose to withdraw from this class and received no credit with a grade of **W** on the transcript. Please refer to the EWC catalog for more information regarding the withdraw procedure.

Civility:

Civil behavior enhances the academic setting, and is expected at all times. The academic environment welcomes a difference of opinion, discourse, and debate within a civil environment.

Academic Dishonesty:

Any form of academic dishonesty is unacceptable and will not be tolerated. **This includes “plagiarism” – submitting work that is not your own, or failing to give credit to the work of others that you may cite in your own work.** Academic dishonesty includes making unauthorized use of answers to exams, quizzes, assignments, homework, as well as copying work from fellow students or submitting work that has been completed by someone else. Students shall complete all assigned work individually unless otherwise indicated by the instructor. Academic dishonesty of any kind shall result in a **score of zero** on the assignment, quiz or exam and may result in withdrawal from the course with a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate E.W.C. official for further discipline.

Americans with Disabilities Education Act:

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for the disability, please notify your instructor, Mrs. Debra Ochsner (532-8238) or Tom McDowell (532-8330) as soon as possible so that arrangements may be made.

General Education Requirements:

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their discipline.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

Disclaimer:

THE INSTRUCTOR RESERVES THE RIGHT, ACTING WITHIN THE POLICIES AND PROCEDURES OF EWC, TO MAKE CHANGES IN THE COURSE SCHEDULE OR ACTIVITIES. CHANGES WILL BE ANNOUNCED IN CLASS.