Nashville State Community College
Social and Behavioral Sciences
Early Childhood Education

2018 Master Course Syllabus

(ECED 2312 – Administration of Early Childhood Education Programs)

Course Information:

Course Title: Administration of Early Childhood Education Programs
Credits: 3
Class Hours: 3

Course Description:
Administration of Early Childhood Programs is a study of organizational and administrative practices applicable to programs serving children age’s birth through eight. Topics of particular consideration include leadership, enrollment, public relations, staff-management, financial management, facilities, regulations, family relations, and program development. Field experiences required. Prerequisite: ECED 2315

Instructor Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:

Required Textbook(s) & Other Materials:

Textbook(s):


Choose ONE (1) of the following:
Course Outcomes:
Upon successful completion of this course, students should be able to:

- Recognize basic concepts of financial management. (6a, 6b)
- Demonstrate basic principles of curriculum and program development. (1c, 4a, 4b, 5a, 5b, 6a, 6d)
- Recognize issues and strategies for human resource management. (6c)
- Identify basic guidelines for facilities management including licensing regulations, nutrition, health and safety. (6b)
- Identify leadership and administrative styles and roles and their impact on an organization. (6d)
- Describe and apply the basic concepts of establishing a program including working with a board, choosing a philosophy, equipping staff, and marketing a program. (6c, 6d, S5S)
- Identify and practice positive communication techniques for working with staff, families, volunteers, and the community. (2b)

NAEYC Initial Standards
The AAS Degree in ECED at Nashville State is accredited by the National Association for the Education of Young Children (NAEYC). The following NAEYC Initial Standards for Early Childhood Education Professional Preparation are addressed in this course:

The following standards are addressed in this course:

**Standard 1: Promoting Child Development and Learning**
1c. Using developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children

**Standard 2: Building Family and Community Relationships**
2b. Supporting and engaging families and communities through respectful, reciprocal relationships
Standard 4: Using Developmentally Effective Approaches
   4a. Understanding positive relationships and supportive interactions as the foundation of their work with young children
   4b. Knowing and understanding effective strategies and tools for early education, including appropriate uses of technology

Standard 5: Using Content Knowledge to Build Meaningful Curriculum
   5a. Understanding content knowledge and resources in academic disciplines: language and literacy; the arts – music, creative movement, dance, drama, visual arts; mathematics; science, physical activity, physical education, health and safety; and social studies
   5b. Knowing and using central concepts, inquiry tools, and structures of content areas or academic disciplines

Standard 6: Becoming a Professional
   6a. Identifying and involving oneself with the early childhood field
   6b. Knowing about and upholding ethical standards and other early childhood professional guidelines
   6c. Engaging in continuous, collaborative learning to inform practice; using technology effectively with young children, with peers, and as a professional resource
   6d. Integrating knowledgeable, reflective, and critical perspectives on early education

Supportive Skills
   5. Skills in identifying and using professional resources

Course Competencies:
   - **Objective 9:** Learning how to find and use resources for answering questions or solving problems
   - **Objective 12:** Acquiring an interest in learning more by asking questions and seeking answers.
   - **Objective 4:** Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course

Topics to Be Covered:
   Leadership in Action
   Regulations: Health and Safety, Food Service, Licensing
   Participative Management
   Recruitment and Selection of Staff
   Supervision and Evaluation of Staff
   Financial Management
   Relationships with Families and Community
   Curriculum Development
Course Assessments:
The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Approximate Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started Assignment</td>
<td>10 points</td>
<td>2%</td>
</tr>
<tr>
<td>Introduce Yourself</td>
<td>5 points</td>
<td>1%</td>
</tr>
<tr>
<td>Practice Quiz</td>
<td>5 points</td>
<td>1%</td>
</tr>
<tr>
<td>Weekly Module Assignments- 8 assignments at 25 points each</td>
<td>200 points</td>
<td>37%</td>
</tr>
<tr>
<td>Leadership Quiz</td>
<td>25 points</td>
<td>5%</td>
</tr>
<tr>
<td>Discussion Participation- 10 weekly module discussions worth 5 points each</td>
<td>50 points</td>
<td>9%</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>50 points</td>
<td>9%</td>
</tr>
<tr>
<td>Curriculum Interview</td>
<td>50 points</td>
<td>9%</td>
</tr>
<tr>
<td>Administrator Interview</td>
<td>50 points</td>
<td>9%</td>
</tr>
<tr>
<td>Administrator Competencies</td>
<td>50 points</td>
<td>9%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50 points</td>
<td>9%</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>545 POINTS</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Policy:

All ECED majors working on a technical certificate or an AAS degree are required to receive a C or above in all ECED classes.

Grades are posted in the Gradebook on NS Online. To see your grades in this format, click on the "Evaluation" tab at the top navigation area of the course and select "Grades". All your grades are visible to you and you can track your progress overall in the course.

It is expected that students follow instructions carefully, study the grading criteria, and ask questions if they do not understand an assignment. For each assignment, you will be required to complete the grading rubric as a self-grading component of the assignment. The purpose of this self-grading is to focus your attention on the expectations for the assignment and enhance your own self-evaluation and critical thinking skills. Completing the rubrics will help you practice self-assessment and identify areas for improvement; these are very important skills for a professional in early education. Even
though you may submit a self-scored rubric, the instructor will make the final determination on all grades and scores.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Students are encouraged to turn in all assignments on time. In the event that you miss a due date, you may turn in the assignment late, up to one week beyond the due date, but no later. Ten percent (10%) of the points for an assignment will be deducted on late work. No assignments will be accepted more than one week late and no assignment will be accepted beyond the last class date. Late assignments are to be submitted to the Assignment Dropbox. You do not need to notify the instructor about late work; the Dropbox is pre-set to allow late submissions up to one week late. See example below about reduction of points.

EXAMPLE: An assignment worth 100 points is due Feb. 10th. The final date to submit is on Feb. 17th, a week later. If not turned in on Feb. 10th, then it is considered late and will have 10% (10 points) deducted from total score. You have up until Feb. 17th to turn in the assignment, but no later. As for grading, if you turned in late and earned 90, 10 points will be deducted and your final score will be 80.

Assessment and Grading
The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills:

Assessment and Grading
Student learning will be assessed through the following major assignments and exams:

1. Weekly module assignments: complete assignments that apply to that module's learning content.
2. Class Discussion: participate in online discussions with classmates.
3. Reflective Assignment: Complete the reflective assignment on the book, Circle of Influence.
4. Self-assessment, and evaluation: assessing professional skills as related to the role of a child care administrator.
5. Practice Quiz and Exams: complete quiz and periodic exams.

Module Format
The course is designed in Module format on the Content page. The Module activities include required reading assignments, a set of required online resources and required assignments to support your active learning and engagement with the content. You are expected to work through and complete all required content in each module. The modules are presented in an asynchronous format, meaning that you are able to work on your class readings and assignments at your own time and place. You do not have to be online at any particular time during the week. However, there are important weekly deadlines you must meet! You must adhere to the schedule in terms of completing and turning in assignments. There is one Getting
Started Module to complete first. After that, you will continue through the Content Module according to the Class Schedule.

The easiest way to make sure you have completed all required activities is to follow each link in the Content area and submit assignments, discussions, quizzes/exam, and projects by the due dates.

**Module Assignments**
You will complete module assignments consisting of assigned reading, weekly assignments/fieldwork, discussion with classmates, and quizzes. Due dates have been set for assignments. Please plan your schedule so that last-minute technical difficulties will not prevent you from meeting those dates. There is a Grading Rubric for Assignments that will be used for each module's weekly assignments. In addition, there are grading rubrics for other projects and discussions. If you need help submitting an assignment, go to "My Home" and click on the Student Guide for submitting Assignments. Your module assignments may not be graded until you have fully participated in the module content.

**Exams**
In addition to the Practice Quiz, there are two quizzes/exams to be taken online. Only one attempt is allowed. Quizzes/Exams cannot be taken late.

**Observations and Interviews**

**Field Experiences (3 hours)**
In this course, you are required to complete two interviews with an early childhood director. One interview is concerning curriculum. The other interview is to learn more about the aspects of the role of an early childhood director. Detailed instructions and grading rubrics are provided with each assignment. Observations and interviews total about 3 hours.

**SUBMITTING ASSIGNMENTS:**
You can turn in assignments one way in this class---submit online to the Assignment Dropbox by the time class begins on the day the assignment is due. (For example, if class starts at 9:35 am, then your assignment is due at 9:35 am. If turned in after 9:35 am, it is considered late.) If you submit online, your assignment will be graded online and you will have to go online to see your grade and feedback. Assignments cannot be submitted through email; you must use the Assignment Dropbox in the NS Online system.

**Grading Turn-Around**
In general, assignments submitted on time will be graded within 7-10 days of submission due dates. You will be notified if there is a need to vary this schedule. Assignments submitted late will be graded by the end of the course.
**Attendance Policy/Participation**

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor’s email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

This course is one of the required courses in Early Childhood Education programs, meant to prepare you for the professional work of being a teacher. Professional conduct and courtesy is expected at all times, as is giving the instructor or fellow students your full and polite attention.

An absence is defined as non-attendance for any reason, including illness or emergency.

**Participation/Attendance Policy**

1. Students are expected to participate in the course at least 3 times each week. Participation is defined as: reading email, posting discussion, reading content pages, and/or uploading assignments, etc. The instructor will be monitoring this participation.

2. Students are expected to respond to the instructor’s e-mails.

3. Students are expected to contact the instructor with any problems.

4. Students are expected to participate in module discussions. Each student must post an original answer to the discussion topic listed for each module and reply to at least two of the other students’ postings.

5. Student who do not participate in 3 or more modules for the semester can receive an F, for non-attendance as your final grade.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
<th>Class Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>490-545</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>436-489</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>380-435</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>327-379</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0-326</td>
</tr>
</tbody>
</table>

**FA**

According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw (*use date appropriate to your section*), the student will receive a grade of FA (i.e., “Failure for Attendance Reasons”).

**FN**

An FN is awarded to students who never attended class.
Course Policies and Expectations
These are policies required for this course. Read these carefully. Following these policies will assist you in completing this course successfully. Please ask questions if you do not understand any expectation in this course. The ECED faculty want you to do well! From an academic perspective, you should become familiar with the expectations outlined as follows in the remaining sections of this document. To successfully complete this course, you will need to:

- Check your NS Online email regularly inside this course.
- Schedule 12-15 hours per week to complete assignments, projects, and exams.
- Check the Calendar (or Class Schedule) on a regular basis.
- Follow all the expectations and guidelines established for this course outlined in this Syllabus.

Technology Statement
Nashville State’s classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC
It is students’ responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct
Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.
Academic Early Alert System
Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System
Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://www.getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you’ve never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Inclement Weather & Campus Closings
Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy
If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.

Syllabus Sign-Off
Copy and paste into an email to the instructor.

My signature below indicates that I have read the entire syllabus and understand its contents. I agree to abide by the class policies set forth for the course and will be held accountable to such policies. In particular, I am aware of the Attendance/Participation and Late Assignment polices. I also give my permission to use my work for use by my instructor or by other instructors in the Early Childhood
department for the purpose of instructing others in appropriate early childhood practices.

Student_______________________________ Date______________________

This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the ECED department faculty. A course syllabus will be provided the first day of class.