Nashville State Community College
Social and Behavioral Sciences
Early Childhood Education

Spring 2023 Master Course Syllabus

ECED 2312 Administration of ECE Programs

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

Course Title: Administration of ECE Programs
Credits: 3 credit hours
Class Hours: 3 class hours

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:
Instructor Zoom Room link:
Required Textbook(s) & Other Materials:

Leadership in Action, 2nd edition. 2014, New Horizons Press by Paula Jorde Bloom. ISBN: 978-0-9827082-31

Circle of Influence, 2nd edition. 2011, New Horizons Press by Paula Jorde Bloom. ISBN: 978-0-9827082-1-7

The Right Fit, 2nd edition*. 2015*, New Horizons Press by Kay Albrecht. ISBN: 978-0-9827082-5-5

 Choose ONE (1) of the following:

- *Program Administration Scale, 2nd edition. 2011, Teachers College Press by Teri N. Talan and Paula Jorde Bloom ISBN: 978-0-8077-5245-6 (Best for administration of early learning centers)*

- *Business Administrator Scale for Family Child Care, 2009, Teacher's College Press by Teri N.Talan and Paula Jorde Bloom, 2009, ISBN: 080774977X (Best for administration of family child care programs)*

Reference Materials:
Supplies:

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

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, SS5)*

- 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

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: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

Field Experiences (3 hours)

The student will be expected to spend about 3 hours in an early childhood program **observing and learning about curriculum**, completing an **interview of a director**, completing **a playground safety inspection,** and **interviewing a parent.**

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, <u>Circle of Influence</u>.

4. Self- assessment, and evaluation: assessing professional skills as related to the role of a childcare administrator.

5. Practice Quiz and Exams: complete quiz and periodic exams.

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 weekly assignment. In additions, 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

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.

Instructions and Grading Rubrics

Detailed instructions and grading criteria (grading rubrics) will be provided for each assignment. The grading rubrics will be used to award points earned for student work. It is expected that students follow instructions carefully, study the grading criteria, and ask questions if they do not understand an assignment. For some assignments, 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. Even though you may submit a self-scored rubric, the instructor will make the final determination on all grades and scores.

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

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 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.

Grading Scale:

Percentage	Class Points	Grade
90 - 100%	490-545	A
80 – 89%	436 - 489	B

Percentage	Class Points	Grade
70 – 79%	380 - 435	C
60 – 69%	327- 379	D
Below 60%	0-326	F

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

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

Assignment Expectations

Students must submit assignments in Microsoft Word format or Rich Text Format (RTF) format using 12-point font. Spelling, punctuation, grammar, and sentence structure will be taken into consideration in grading all assignments. Assignments should reflect college-level work. Points will be deducted for numerous errors.

Exams and Quizzes

Exams and quizzes are expected to be taken by due dates. These are administered online; you are not required to come to campus to take the exams or quizzes.

Late Assignments

See the Course Calendar for specific due dates for each Module assignment and exams. Students are encouraged to turn in all assignments on time. **If you miss a due date, you may turn in the assignment late, up to one week beyond the due date, but no later.** All assignments EXCEPT Discussion participation can be submitted late. Discussion topics are closed on the due date, and you cannot write a late posting. Be sure to post to discussion topics during the week prior to each module deadline.

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 due date.   It is the student's responsibility to make sure the instructor receives the assignment if it is turned in late. See example below:

EXAMPLE: An assignment worth 100 points is due Feb. 9th. The next due date is Feb. 16th, 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.

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.

Questions about Graded Assignments

Students always have the right to contact the instructor about any grade received. This can be done through NS Online email or leaving a message on the instructor's phone.

Attendance Policy

General Policy

If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nscc.edu.

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
    - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
    - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is:

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is:

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. Any student who has not participated in the course for more than 3 weeks or who has not submitted assignments for two weeks is at risk to receive an "FA" for the term.

6. Assignments submitted without completion of module learning resources (videos, readings, web exploration, etc.), may not be graded

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. 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.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. 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

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

- **Plagiarism** includes using the words or ideas of another as one's own, either on purpose or unintentionally. This includes, but is not limited to, copying whole, portions, or the paraphrasing (rewording) of passages or information from any source in any academic exercise (written, digital, or oral) without giving credit to the author or source using an appropriate citation style. You must be able to prove that your work is your own.
- **Penalties for Plagiarism**: Cheating and plagiarism (using someone's work without acknowledging the source from which it came) constitutes academic dishonesty. There are established college reporting procedures if a student is suspected of committing an academically dishonest act. In additional to other possible disciplinary measure 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

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If

you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: https://www.getrave.com/login/nscc. The instructions for this are listed below.

- 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.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring provides assistance beyond the classroom to help you make the most of your college education.
- These resources include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nscc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email

tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

Note: The ECED faculty want you to do well! From an academic perspective, you should follow the expectations outlined in the syllabus. To successfully complete this course, you will need to:

- Complete all assigned course content and complete assignments on time
- Check your NS Online email regularly
- Schedule 12-15 hours per week to complete assignments, projects, and exams.
- Check the Class Schedule on a regular basis.
- Follow all the expectations and guidelines communicated in the syllabus
- Reach out to your instructor for help

Syllabus Sign-Off

Copy and paste into an email to the instructor during the first week of class.

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. 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_____