Eastfield College  
Social Science & Human Services Division  

Child Development/ Teacher Education Department Syllabus  
CDEC 2328 – Administration II (3 cr)  
Sections 46400, 41400, 41480  

Instructor: Susan Wyatt  
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972-860-7620  

Instructor reserves the right to amend this course syllabus. Any amendments will be posted online in your course site through eCampus. All students will be sent an email with the amended material.  

COURSE DESCRIPTION: An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning, parent education/partnerships, and technical applications in programs.  

STUDENT LEARNING OUTCOMES:  
1. Describe communication skills for effectively administering an early care and education program  
2. Explain the administrator’s role in advocacy  
3. Describe personnel management skills necessary to administer programs  
4. Explain legal issues which impact programs  
5. Evaluate fiscal responsibilities of an administrator  


Evaluation Procedures  

Course Assignments/Projects………………………………………………………………………………60%
The course assignments are divided into three modules with specific due dates for each module. The assignments are based on the required textbook. The required readings which correlate with the specific assignments are identified within each module. In general, assignments may involve going to various educational facilities to observe, interview, and/or conduct classroom activities. The individual educational facility will notify students if a criminal background is required to conduct interviews, observations, or classroom activities.

The course may require a project directly related to the course content.

Students are required to read the entire assigned textbook(s).

**Final Exam**...........................................................................................................................................20%

The final exam is an open book exam and is based on the required textbook. Although the final exams is untimed, there is a deadline date for completing the exam.

**Discussion Board/Class Participation**.................................................................................................20%

Students are required to participate in the discussion board questions directly related to the course content. A minimum of 3 detailed posting on three different dates are required for each discussion question. Weekly postings will help meet this requirement. In addition, students are required to reference the textbook and/or related articles in each posting. A different reference source must be used for each posting. The purpose of the discussion board is to development professional opinions supported by reference source(s). If you are taking this course as lecture-based, the class participation/attendance will replace the discussion board.

Incomplete grades (“I”) will not be given. Your work will be graded based on what has been turned in by the due dates. Requests for extensions must be made to the instructor prior to the due date and will only be considered for officially documented extenuating circumstances (death, hospitalization, etc). Official documentation might include admission/discharge paperwork from a hospital stay, program from a funeral out of town, or a physicians statement concerning a condition that would have prevented you from completing/submitting your work on time. Failure to get pre-approval for an extension will result in reducing late work grades one letter grade for each day late. Each pre-approved assignment that you submit late must have attached a copy of the official documentation for the extenuating circumstance.
assignments will not be accepted at the final submission date at the end of the semester.

Criminal Backgrounds

Please be advised that there are certain felony convictions in the Texas Penal Code that prohibit individuals from pursuing careers working with children and being present in a school or child care center. These include but are not limited to:

- Offenses against a person or family also including robbery and stalking
- Physical Abuse
- Sexual Abuse also including criminal solicitation of a minor, failure to stop or report aggravated sexual assault of a child, and public indecency
- Emotional Abuse
- Neglect

If you think you might have a felony conviction that might place you at risk and are seeking one of the careers working with children or are enrolled in a Child Development/Early Childhood Education or Teacher Education course beginning with CDEC, TECA, or EDUC (not including EDUC 1300), you should make an appointment immediately with Nancy Beaver or Susan Wyatt (advisors for these programs) to discuss alternative careers and steps to drop the class. Call 972-860-7195 to schedule the appointment.

Eastfield College Policies

Attendance Policy:
You are expected to attend class each scheduled class date if you are in a lecture-based course. You are also expected to be on time and remain for the entire class. A portion of your grade is class participation. If you are not present, you cannot participate and your grade will be affected. Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Classroom Etiquette
You are expected to be courteous with your classmates and instructor during class. Please place your cell phones on silent or vibrate and leave the room if you must answer the call. You will still be responsible for what goes on during
class even if you must leave the room. You need to ask a classmate after class what you missed. Courteous behavior also includes the people and children at your worksite. Each worksite may have varied rules related to behavior during your work-time and you must follow those rules.

**Obtaining Final Course Grades Using eConnect**

Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your **Student Advising Report**, which is available in the Admissions Office.

**Eastfield College Email Policy**

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx](http://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx). No grades will be communicated via an outside email source.

**Course Certification**

You must attend and participate in your online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: submitting an academic assignment; taking an exam; completing an interactive video assignment; or participating in an online discussion board about academic matters relating to the course. In an online course, simple login is not sufficient by itself to demonstrate academic attendance. A student introduction is not adequate to meet the criteria for certification. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid.

**Repeating This Course: (Third Attempt to Enroll in a Course)**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the
Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseatattempt/

Academic Honesty Statement
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct, published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Smoking Policy
Eastfield College is a smoke-free zone. There is no smoking permitted on the college campus.

Institutional Equity

DCCCD OIE Faculty Syllabi Statement- FALL 2016

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.
Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices

Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.
Religious Holidays
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by semester’s drop date. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Texas Success Initiative
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficit area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the students. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request if filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Technology
You are encouraged to complete your class assignments using a compatible browser in eCampus. For a “check” of compatibility, once you login in your course, go to the Browser Test option. If you encounter problems with technology, please call tech support at 972-669-6402. You will be given a “ticket number.” Write down that number for future references. It is recommended that you take your tests on a stable network; do not use iPads, iPhones, or laptops with wireless connections.

Put in information about Lockdown Browser if you use it. If not, delete:
Respondus Lockdown Browser is used for all tests in this class. You will find step-by-step instructions for downloading the browser to your computer in the course site. Do not wait until the day of the test to download this browser. Once it is downloaded on your computer, you do not have to go through the process for future testing.