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. Late 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.