

CD 137 Syllabus for Spring, 2013

A 3 unit course taught exclusively online, with online orientation completed the first week of the semester

Section #0817 – Administration of Child Development Programs

Course Web Site: <http://gcccd.blackboard.com>

On-line orientation will be completed during the first week. Information will be available in the Week 1 Announcements. **All students must successfully complete the orientation assignments by the end of week 1 to remain in the class.**

Assignments, lectures, notes, presentations, discussion, quizzes, activities will all be delivered online.

Carol Stevens, MA, Instructor
Child Development Department
Cuyamaca Community College
(619) 660-4000, ext 3053
castev@cox.net

Virtual Office Hours for Spring, 2013

I typically check my email several times a day and the class discussion board daily, Monday through Friday. Response to student questions and concerns is usually provided within 24 hours.

I am available for meetings on campus, arranged by appointment.

Campus Help Desk (for online students) 660-4395

Recommended Prerequisites

Successful completion of 12 units in Child Development as required by Title 11 licensing regulations: 3 units of Child Development (CD 125), 3 units of Child, Family and Community (CD 131) and 6 units of Program Curriculum (CD 123 and 126 or 127 or 128 or 128 or 130).

Students must have basic computer skills (word processing, e-mail, sending attachments, web browsing, chat room). All written material will be presented in Microsoft Word. To participate in this class, students need a fast and reliable internet connection and a computer with Microsoft Word installed.

Required Textbook: Sciarra, Dorothy June, Dorsey, Anne G., Developing and Administering a Child Care and Education Program, 7th Edition.

Course Objectives (Expected Student Learning Outcomes)

By the end of the semester, the student will be able to:

- 1) Assess community needs for child care services using a variety of assessment strategies
- 2) List and describe the administrative skills and strategies required to organize and open a child development facility
- 3) Forecast income and expenses to prepare an operating budget for a child care and education program
- 4) Develop and write operating policies and procedures, staffing requirements, admission agreements and parent handbook
- 5) Describe the director's responsibility in planning and implementing the nutrition programs
- 6) Discuss the components of appropriate classroom environments and playgrounds
- 7) Analyze the director's role in curriculum development and planning
- 8) Identify the various regulatory agencies and laws pertaining to preschools
- 9) Specify the skills and strategies appropriate for involving parents in class participation, parent conferences, group meetings
- 10) Describe management policies and procedures needed to effectively operate a Childcare program

The semester grade will include:

- ❖ Participation: reading, posting at least twice weekly in class discussions (12 discussion topics X 10 points = 120 points)
- ❖ Creation of interactive journal entries focused on issues related to administration (4 entries X 10 points = 40 points)
- ❖ Completion of two brief activities (2 x 10 points = 20 points)
- ❖ Interview early childhood director (1 x 25 points = 25 points)
- ❖ Design an original brochure for an early childhood program (1 x 25 points = 25 points)
- ❖ Prepare a start-up budget for a preschool center (1 X 30 points = 30 points)
- ❖ Create a modified plan of operation as required for a Licensed Child Care Center (1 x 40 points = 40 points)
- ❖ 3 Quizzes covering reading assignments and learning activities – multiple choice format (3 quizzes X 20 points = 60 points)
- ❖ Orientation quiz to be completed during the first week (1 quiz X 10 points = 10 points)
- ❖ Final Exam – may cover concepts from the entire semester – multiple choice format + essay questions (30 points)

Total possible = 400 points

Final Grade

Semester grades will be determined based upon total points earned throughout the semester. Every completed assignment, activity, quiz, or exam will generate points based upon accuracy, quality and timeliness of submission.

92-100% = A, 84-91% = B, 76-83% = C, 68-75% = D, 0-66% = F

Weekly Schedule, Due Dates and Incompletes

Assignments are due by 11:55 p.m. Monday, PST for each week. (i.e. First week assignment is due by 11:55 p.m. Monday, February 4, PST.) The official week for this class goes Tuesday through Monday. For example, the first week goes from Tuesday, January 29 through Monday, February 4.

The expectation is that assignments will be turned in according to due dates as stated in the schedule. Contact the instructor in advance to discuss any late assignments, which may be accepted at the discretion of the instructor. Any late assignments accepted by the instructor will be marked down at least 10%.

Quizzes will not be available after the due date – there are no make-ups for quizzes. An incomplete grade is given only when there is an emergency near the end of the semester.

Participation and Grading Criteria

Assignments will be graded according to specific criteria as posted. Discussion questions will be evaluated using a rubric emphasizing quality of analysis, comparison, content, and connection with supporting material, as well as timeliness of response. Responses should be well written (Please spell-check and use correct capitalization!) and clearly address the issues being discussed.

A note on attendance and class participation: Regular and active participation is an important aspect of this online course. The expectation of the instructor is that students will log on a minimum of 2 times every seven days. It is critical that you read all of the lecture and assignment materials as well as all of the public discussion materials. **Your full participation, ON A WEEKLY BASIS is not only a requirement; it is an essential aspect of the online course process.** All students are expected to do the work assigned in a timely manner and notify the instructor if an emergency arises.

Attendance

Students may be dropped for excessive absences or lack of progress in accordance with Cuyamaca College policy. Students missing the first quiz or assignment deadline may be dropped from the course by the instructor, but it's always the student's responsibility to drop any course not attended. Failure to drop an unattended course will result in a grade of "F" on your transcript.

Course Communication

Post general questions to the class open discussion board. You may also send email to the instructor at castev@cox.net or call at 660-4000. X3053. **The fastest way to reach the instructor is always via email: email messages will typically be answered within 24 hours.**

Students with disabilities who may need accommodations in this class should notify the instructor and contact Disabled Students Programs and Services (DSPS) early in the semester so that reasonable accommodations may be implemented as soon as possible. See www.cuyamaca.net/eops/dsps.asp for contact information.

Academic Integrity

When completing assignments, treat Web content as you would treat content from a published article or book. Stealing content is unethical, and students guilty of academic dishonesty will receive a zero for the assignment and may be suspended or expelled.

It is essential that students complete their own assignments, research and exams. Any work determined not to be original and individual is subject to a reduction in points, with a possible grade of 0 (zero) for that assignment.

Acceptable

including a brief quote from a Web page with the source cited

using graphics from a clip art site

discussing an assignment with another student

studying for a quiz with other students

Cheating

copying entire pages and republishing it as your own

using someone else's graphics without permission

copying another student's work

completing a quiz with help from another student

Important dates

January 29	Class Begins
March 25 – 29	Spring Recess – no class
April 1	Last day to drop semester-length classes
Week of May 21	Last Class
Week of May 28	Final Exam Week
June 4	Close of Semester – Instructor Grade Deadline

This course adheres to the policies outlined in the Cuyamaca College catalogue. For further information, see Academic policies stated in the catalogue.

Note: The instructor reserves the right to make changes to this syllabus during the semester.