



## Administration of Programs for Children I (CDEC 2326.3A1)

**LAMAR INSTITUTE  
OF TECHNOLOGY**

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: Gail Williams  
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Office Phone: 409-247-5290  
Office Location: MPC 231  
Office Hours: MWF 7:30-7:55am, 9am-1:30pm & TR 7:30-7:55am

### **CREDIT**

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

### **MODE OF INSTRUCTION**

Face to Face

### **PREREQUISITE/CO-REQUISITE:**

NA

### **COURSE DESCRIPTION**

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

### **COURSE OBJECTIVES**

Upon completion of this course, the student will be able to

1.

Develop an initial operational plan.

Identify the functions of an administrator.

Evaluate an early care and education program.

## **REQUIRED TEXTBOOK AND MATERIALS**

1.

Administration of Programs for Young Children by P. Click, 8<sup>th</sup> edition. Cengage Publishers ISBN number is **978-0-495-80898-5**.

A package of #882 Scantrons and #2 pencils.

## **ATTENDANCE POLICY**

Class attendance and participation are expected: You have made a professional & academic commitment by registering for this course. Attendance is an essential part of that commitment and of the utmost importance!!

### **BEING ABSENT IS NO EXCUSE FOR NOT BEING PREPARED FOR NEXT CLASS PERIOD**

- > more than four (4) absences may affect your final grade
- > two (2) tardies will count as one (1) absence
- > if you must be absent YOU are responsible for determining what was missed (exchange name & phone number w/a class member today!!)
- > it is your responsibility to sign in when an attendance sheet is available
- > do not contact me RE: a class missed OR ask if you will miss anything due to being absent
- > it is important to stay awake during class - sleeping in class will be considered an absence
- > be in class prior to class beginning and remain until class is dismissed
- > schedule personal appointments/business matters around your class load

## **DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

## **STUDENT EXPECTED TIME REQUIREMENT**

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students

should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

**COURSE CALENDAR**

<b>DATE</b>	<b>TOPIC</b>	<b>READINGS (Due on this Date)</b>	<b>ASSIGNMENTS (Due on this Date)</b>
01/19/2023	Course Introduction/policies		
01/26/2023	Chapter 1 The Director	01/24	
	Chapter 2 Choices Introductory Assignment Due	01/26	01/26/2023
02/02/2023	Chapter 3 Setting Goals	01/31	
	Chapter 4 Planning: Infants & Toddlers	02/02	
02/09/2023	Chapter 5 Planning: Preschool Children Student Folder Due	02/07	02/07/2023
02/16/2023	Lecture: Resumes Chapter 6 Planning School Age Children	02/14	
	Chapter 7 Staff Selection & Policies	02/16	
02/23/2023	Test 1 Chapters 1-7		02/21/2023
	Training Information Lecture	02/23	
03/02/2023	Staff Training Presentations Begin		03/02/2023
03/08/2023	Trainings Continue		03/08/2023
03/23/2023	Trainings Continue		03/21 – 03/23
03/30/2023	Test 2 Chapters 8-10		03/30/2023
04/06/2023	Professionalism Folder Due Chapter 11 Staff Supervision/Training Chapter 12 Budget		04/04/2023  04/06/2023
04/13/23	Resume & Cover Letter Due Chapter 13 Sources for Materials/Equipment		04/11/2023

**CDEC 2326**  
Course Syllabi

	In Class Presentations Begin		04/13/2023
04/20/2023	In Class Presentations Continue		04/18 – 04/20/2023
04/27/2023	Chapter 14 Health & Safety		04/25 - 04/27/2023
05/05/2023	Food & Nutrition Services Review for Final		

**COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- - 3 Tests 30%
  - Introductory paper 10%
  - Staff Training Presentation 10%
  - Staff Training Attendance 10%
  - Résumé & Cover letter 10%
  - In Class Attendance 10%
  - Professional/Ethics Packets 20%
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**GRADING SCALE**

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

LIT does not use +/- grading scales

**ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution’s Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

**TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum->

[computer-requirements](#). A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

### **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

### **ADDITIONAL COURSE POLICIES/INFORMATION**

ASSIGNMENTS ARE DUE AT THE BEGINNING OF THE CLASS PERIOD:

- > no late work will be accepted
- > no make up work will be assigned
- > **if you fax\* an assignment: USE A COVER SHEET W/PROPER HEADINGS:**

**Date:**

**To:**

**From:**

**Re:**

**Number of pages including cover:**

- \* if you send a fax CALL my office and leave a message - so I'll be aware of fax
- > faxed assignments must be sent prior to the beginning of class time in which they're due

**NO MAKE UP TESTS WILL BE GIVEN:**

- > if you miss a test your final test score will count twice – this applies to only one test
- > there will be a 20 point penalty applied to missed test grade
- > if you miss the final test an “F” will be given for the semester

**COLLEGE LEVEL WORK IS EXPECTED:**

- > unless otherwise stated – all work is to be computer generated and double spaced
- > correct all grammar and spelling – your grade depends on proper grammar!
- > do not share your assignments with classmates
- > summary assignments must be in your own words
- > if you use the LIT Learning Lab computers - save all your work to a USB device & not to hard drive
- > if the introductory assignment is returned to you with a note addressing poor grammar – use the corrections made as a grammar reference during the semester
- > staple papers together prior to turning in assignments (do not tear and/or fold corners)
- > keep all assignments in a safe place until needed – I do not keep extra copies – it is your responsibility to make a copy from a classmate's paper, if needed
- > be certain your name is on your assignments & use the cover page provided
- > a "0" will be automatically given to any assignment turned in on paper torn out of a spiral notebook or papers that are crumpled and/or dirty
- > failure to follow instructions and/or formats WILL affect grade

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Course Syllabi

> class time is NOT time to study and/or do course work for any class

**CLASSROOM ETIQUETTE:**

> dress appropriately!!! NO HOUSE SLIPPERS/PJ BOTTOMS/TORN OR RIPPED

JEANS

> turn off all personal communication devices PRIOR to beginning of class period

> remove cell phone and/or musical device ear buds from ears

> do not pass notes

> do not eat candy and/or gum

> clear off table top/desk AND be prepared to take notes

> courtesy is expected during question and answer time

> throw trash away before and/or after class – not during class

> remove sunglasses, hats and/or caps

> be respectful to others – profanity and/or obscene language may be offensive to some people – a difference of opinion is acceptable

> disruptive and rude behavior includes (**but is not limited to!**)

going through day planner, purse, and/or backpack;

yawning/stretching/tapping w/pen or pencil/crumpling up paper!!