Administration of Programs for Children I (CDEC 2326.3A1)

INSTRUCTOR CONTACT INFORMATION

Instructor:	Sharon Kruger, M.Ed.
Email:	skruger@lit.edu
Office Phone:	409-241-3163
Office Location:	MPC 240
Office Hours:	refer to Starfish

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.

1.2025

REQUIRED TEXTBOOK AND MATERIALS

1.

Administration of Programs for Young Children by P. Click, 9th edition.
Cengage Publishers   ISBN number is 9781133938989

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 - <u>sleeping in class will be considered an</u>

   <u>absence</u>

> 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

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Course Introduction/policies		
Week 2	Chapter 1 The Director	TBD	
	Chapter 2 Choices Introductory Assignment Due	TBD	TBD
Week 3	Chapter 3 Setting Goals	TBD	
	Chapter 4 Planning: Infants & Toddlers	TBD	
Week 4	Chapter 5 Planning: Preschool Children Student Folder Due	TBD	TBD
Week 5	Lecture: Resumes Chapter 6 Planning School Age Children	TBD	
	Chapter 7 Staff Selection & Policies	TBD	
Week 6	Test 1 Chapters 1-7		TBD
	Training Information Lecture	TBD	
Week 7	Staff Training Presentations Begin		TBD
Week 8	Trainings Continue		TBD
	Trainings Continue		TBD
	Test 2 Chapters 8-10		TBD
Week 9	Professionalism Folder Due		TBD
Week 10	Chapter 11 Staff Supervision/Training		
Week 11	Chapter 12 Budget		TBD
Week 12	Resume & Cover Letter Due		TBD
Week 13	Chapter 13 Sources for Materials/Equipment		

	In Class Presentations Begin		TBD
Week 14	In Class Presentations Continue		TBD
Week 15	Chapter 14 Health & Safety		TBD
Week 16	Food & Nutrition Services Review for Final		

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

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  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.

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. 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. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

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

> **MAKE-UP WORK**

> Late Discussions and Assignments will receive a 25% grade reduction. I take

   late work for 4 days past the due date. Quizzes and Assignments/Projects will

   not be accepted late without consultation with the professor.

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> 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

AI STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignment appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own, original work, unless otherwise specified. Students should contact their instructor with any questions as to acceptable use of AI / ChatGPT in their courses.

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

CLASSROOM ETIQUETTE:
> 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!!