

Lubbock Center, 3907 Avenue Q, Room 129A

## COURSE SYLLABUS

Course Title: **CDEC 2326-271 ADMINISTRATION OF PROGRAMS FOR CHILDREN I**  
Semester: **(3:3:0)** Fall 2022  
Instructor: Andrea Bewley, Adjunct Instructor  
Office Hours: by email or phone  
Phone: 806-319-4316 (cell); 806-834-5208 (work)  
E-Mail: [abewley@southplainscollege.edu](mailto:abewley@southplainscollege.edu)

**"South Plains College improves each student's life."**

### General Course Information

#### COURSE DESCRIPTION

This course is an 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.

**STUDENT LEARNING OUTCOMES** \*See STANDARDS page attached

	NAEYC Standards	NAEYC Supportive Skills
Develop an initial operational plan	S6	SS 1
Identify the functions of an administrator		SS 3
Evaluate an early care and education program		

**COURSE OBJECTIVES:** Scans (C) and Foundations (F) list attached.

1. Analyze the planning functions of an administrator.
  - a. Analyze various types of early childhood programs.
  - b. Compare the functions and roles of directors in various programs.
  - c. **Develop program goals for a high-quality program. (F-2, F-7, C-8, C-10, C-15)**
  - d. Recognize the important role of parents in early childhood program planning.
2. Evaluate the operation functions of an administrator.
  - a. Discuss the licensing process.
  - b. **Analyze licensing regulations (Minimum Standards). (F-1, F-2, C-5, C-7)**
  - c. Analyze local, state and national laws and regulations which impact a program.
  - d. Discuss the impact of developmentally appropriate practice on program operations.
  - e. Evaluate an early childhood classroom for developmentally appropriate practices. (C-5, C-7, C-15)
  - f. Understand the major categories of income and expenses for early childhood programs. (F-4, C-16, C-5)
3. Interpret the supervisory functions of an administrator.
  - a. Discuss supervision philosophy.
  - b. Recognize the importance of working with diverse peoples.
  - c. **Complete a communication style profile and reflect on findings. (F-7, C-4, C-14)**
  - d. Interview a program administrator and summarize findings. (F-5, F-6, F-15, C-5)
4. Summarize the evaluation functions in an early care and education program.
  - a. Evaluate methods to monitor program performance.
  - b. Examine a fiscal management system.
  - c. Conduct a program evaluation for best practices according to NAEYC Standards. (F-1, F-9, F-17, C-5, C-7, C-17)
5. Explore effective methods of communication.
  - a. Discuss importance of communication with staff and families.
  - b. Explore methods of communication with staff and families.
  - c. Attend and evaluate a program staff meeting. (F-5, F-15, C-5, C-14)
  - d. **Develop a parent communication tool. (F-2, F-6, F-7, C-7, C-19)**
  - e. Demonstrate teamwork skills when working with colleagues. (F-5, F-15, C-9, C-12)
6. Utilize skills in speaking, writing, computation, and computer utilization. (C-8, C-9)

## EVALUATION MEASURES

1. Regular class attendance & participation
2. Implementation and evaluation of assigned activities
3. Small group activities
4. Minimum average score of 75%

## ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own, any work which he or she has not honestly performed, is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possibly suspension.

**Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, and illegal entry or unauthorized presence in an office are examples of cheating.

**Plagiarism:** Offering the work of another as one's own, without proper acknowledgement, is plagiarism. Therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

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### Scans Competencies

Resources  
Interpersonal Skills  
Systems  
Technology

### Foundation Skills

Basic Skills  
Thinking Skills  
Personal Qualities

### Verification of Workplace Competencies – Capstone Experience

Students will develop appropriate goals for a high quality early childhood program. A copy will be included in the student's **Professional Portfolio** during the CDEC 1292 capstone course.

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## Class Requirements

### TEXTBOOK & MATERIALS

LeeKeenan, Debbie and Ponte, Iris Chin. (2018) **From Survive to Thrive, A Director's Guide for Leading an Early Childhood Program**, National Association for the Education of Young Children

### ATTENDANCE POLICY

Students are expected to attend class weekly and participate fully during class. If a student finds that he/she cannot complete the requirements of this course in a successful manner, it is the responsibility of that student to communicate with the instructor and then follow through with the drop process.

**Course withdrawals** are done through Student Support offices on all South Plains College campuses.

The last drop date for the college is **December 1, 2022**

### ASSIGNMENT POLICY

All work is to be turned in on the date specified by the instructor. Late assignments will be docked 10% of the value per week, unless prior arrangement have been made with the instructor.

### COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" email system. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.

### STUDENT CONDUCT

Students are expected to abide by the standards of student conduct as defined in the SPC Student Guide.

## CAMPUS CONCEALED CARRY STATEMENT

Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209 (a). **All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2).** Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy. Individuals may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## GRADING POLICY

Participation (14 classes X 25)	350 points	900-1000 pts.	90 - 100%	A
Communication Style Reflection paper	50 points	800-899 pts.	80 – 89%	B
Director Interview Reflection paper	150 points	750-799 pts.	75 – 79%	C
Develop program goals	100 points	700-749 pts.	70 – 74%	D
Classroom Evaluation & Reflection paper	200 points	0-699 pts	69% & below	F
Parent Communication Tool	150 points			
	1000 points			

Students must earn a **C** or above for course to be applied to a Child Development certificate or degree.

## ACCOMMODATIONS

### Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title

IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **COVID-19 Statement**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

## **COURSE OUTLINE**

### **A. Understanding Minimum Standards**

### **B. Communication**

Families

Staff

The community

## C. Evaluating Programs for Developmentally Appropriate Practice

Classrooms  
Staff  
Program Quality

## D. Budgets in Childcare

## E. Program Engagement

Families  
Staff  
The community

## Competencies

### RESOURCES

- C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.  
C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.  
C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.  
C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### INFORMATION - Acquires and Uses Information

- C-5 Acquires and evaluates information.  
C-6 Organizes and maintains information.  
C-7 Interprets and communicates information.  
C-8 Uses computers to process information.

### INTERPERSONAL—Works With Others

- C-9 Participates as members of a team and contributes to group effort.  
C-10 Teaches others new skills.  
C-11 Serves Clients/Customers—works to satisfy customer's expectations.  
C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.  
C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.  
C-14 Works With Diversity—works well with men and women from diverse backgrounds.

### SYSTEMS—Understands Complex Interrelationships

- C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.  
C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.  
C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

### TECHNOLOGY—Works With a Variety of Technologies

- C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.  
C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.  
C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.

## FOUNDATIONS SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

- F-1 Reading – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.  
F-2 Writing – communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.  
F-3 Arithmetic – performs basic computations; uses basic numerical concepts such as whole numbers, etc.  
F-4 Mathematics – approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening – receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking – organizes ideas and communicates orally.

THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn & Reason

F-7 Creative Thinking – generates new ideas.

F-8 Decision-Making – specifies goals & constraints, generates alternatives, considers risks, evaluates & chooses best alternative.

F-9 Problem Solving – recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye – organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn – uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility – exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem – believes in own self-worth and maintains a positive view of self.

F-15 Sociability – demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management – assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty – chooses ethical courses of action.

## **NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN**

### **Standards for Early Childhood Professional Preparation**

#### **STANDARD 1. PROMOTING CHILD DEVELOPMENT AND LEARNING**

1a: Knowing and understanding young children’s characteristics and needs, from birth through age 8.

1b: Knowing and understanding the multiple influences on early development and learning

1c: Using developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children

#### **STANDARD 2. BUILDING FAMILY AND COMMUNITY RELATIONSHIPS**

- 2a: Knowing about and understanding diverse family and community characteristics
- 2b: Supporting and engaging families and communities through respectful, reciprocal relationships
- 2c: Involving families and communities in young children's development and learning

### **STANDARD 3. OBSERVING, DOCUMENTING, AND ASSESSING TO SUPPORT YOUNG CHILDREN AND FAMILIES**

- 3a: Understanding the goals, benefits, and uses of assessment – including its use in development of appropriate goals, curriculum, and teaching strategies for young children
- 3b: Knowing about and using observation, documentation, and other appropriate assessment tools and approaches, including the use of technology in documentation, assessment and data collection.
- 3c: Understanding and practicing responsible assessment to promote positive outcomes for each child, including the use of assistive technology for children with disabilities.
- 3d: Knowing about assessment partnerships with families and with professional colleagues to build effective learning environments

### **STANDARD 4. USING DEVELOPMENTALLY EFFECTIVE APPROACHES**

- 4a: Understanding positive relationships and supportive interactions as the foundation of their work with young children
- 4b: Knowing and understanding effective strategies and tools for early education, including appropriate uses of technology
- 4c: Using a broad repertoire of developmentally appropriate teaching /learning approaches
- 4d: Reflecting on own practice to promote positive outcomes for each child

### **STANDARD 5. USING CONTENT KNOWLEDGE TO BUILD MEANINGFUL CURRICULUM**

- 5a: Understanding content knowledge and resources in academic disciplines: language and literacy; the arts – music, creative movement, dance, drama, visual arts; mathematics; science, physical activity, physical education, health and safety; and social studies.
- 5b: Knowing and using the central concepts, inquiry tools, and structures of content areas or academic disciplines
- 5c: Using own knowledge, appropriate early learning standards, and other resources to design, implement, and evaluate developmentally meaningful and challenging curriculum for each child.

### **STANDARD 6. BECOMING A PROFESSIONAL**

- 6a: Identifying and involving oneself with the early childhood field
- 6b: Knowing about and upholding ethical standards and other early childhood professional guidelines
- 6c: Engaging in continuous, collaborative learning to inform practice; using technology effectively with young children, with peers, and as a professional resource.
- 6d: Integrating knowledgeable, reflective, and critical perspectives on early education
- 6e: Engaging in informed advocacy for young children and the early childhood profession

### **STANDARD 7. EARLY CHILDHOOD FIELD EXPERIENCES**

- 7a. Opportunities to observe & practice in at least two of the three early childhood age groups (birth–3, 3-5, 5-8)
- 7b. Opportunities to observe and practice in at least two of the three main types of early education settings (early school grades, child care centers and homes, Head Start programs)

### **NAEYC SUPPORTIVE SKILLS**

- Supportive Skill #1: Self-assessment and self-advocacy
- Supportive Skill #2: Mastering and applying foundational concepts from general education
- Supportive Skill #3: Written and verbal communication skills
- Supportive Skill #4: Making connections between prior knowledge/experience and new learning
- Supportive Skill #5: Identifying and using professional resources