

### Basic Course Information

Semester:	<b>WINTER 2019</b>	Instructor Name:	<b>CECILE RICHMOND</b>
Course Title & #:	<b>ADULT SUPERVISION IN CD PROGRAMS</b>	Email:	<b>cecile.richmond@imperial.edu</b>
CRN #:	<b>15180</b>	Webpage (optional):	
Classroom:	<b>202</b>	Office #:	
Class Dates:	<b>1/2/19 TO 2/1/19</b>	Office Hours:	
Class Days:	<b>MTWTHF</b>	Office Phone #:	<b>760-235-5441 (cell)</b>
Class Times:	<b>6PM TO 8:15 PM</b>	Emergency Contact:	
Units:	<b>3</b>		

### Course Description

A study of the methods and principles of adult supervision in an early childhood setting from a development perspective. Topics covered include competence in personnel management, effective interpersonal communication, how adults learn, team building. (CSU)

### Course Prerequisite(s) and/or Corequisite(s)

This course does not have any prerequisites but is part of the Administrative certificate. This course is required for the mentor program and mentor teacher permit.

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify methods for staff improvement. (ILO1, ILO2, ILO3, ILO4)
2. Demonstrate ability to work with staff. (ILO1, ILO2, ILO3, ILO4)
3. Provide a variety of sources to evaluate self and staff. (ILO1, ILO2, ILO3, ILO4)

## Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Define and analyze the principles of adult supervision.
2. Compare and contrast the implications for supervision in different types of early childhood programs.
3. Describe the characteristics of adult learning and development.
4. Explain and be able to apply the methods of effective communication with adults in early childhood settings
5. Explain how personal values influence ethical choices
6. Describe the characteristics of a skilled leader in supervising and supporting adults
7. Identify the ways to improve staff performance
8. Describe and plan a successful supervisory conference
9. Examine the techniques for making staff evaluations work in child care
10. Explain team-building guidelines for leaders.

## Textbooks & Other Resources or Links

Resources below found on internet:

- California State Infant/Toddler Learning & Development Program Guidelines, Available at: <http://www.cde.ca.gov/sp/cd/re/documents/itguidelines.pdf>
- California State Preschool Learning Foundations, Available at: <http://www.cde.ca.gov/sp/cd/re/documents/preschoollf.pdf>
- Desired Results Developmental Profile, California State Department of Education, Available at: <http://www.cde.ca.gov/sp/cd/ci/desiredresults.asp> current year
- Developmentally Appropriate Practice in Early Childhood Programs, Bredekamp & Copple, current edition, NAEYC Publications 2009
- Early Childhood Rating Scale, current edition, Harms, Clifford & Cryer, Teachers College Press
- 2011 Desired Results Developmental Profile, California State Department of Education, Available at: <http://www.cde.ca.gov/sp/cd/ci/desiredresults.asp> current year

### Course Requirements and Instructional Methods

The most important aspect of this course is your own personal and professional growth and development as an early childhood leader. This will be enhanced by your participation in each of our class meetings, as we will all be learning with and from each other.

- **Written assignment:** What qualities should a good mentor have? List the qualities with a brief explanation of the value of each quality and why it's important. - **50 points**
- **Written assignment:** Professional Philosophy Statement- **50 points**
- **Plan and Conduct:** Staff Meeting on a chosen topic - **100 points**
- **Plan and Conduct:** Staff Development Training on a chosen topic. - **150 points**
- **In Class Group Work - 50 Points**

**TOTAL - 400 POINTS**

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

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

### Attendance

**Your daily attendance in this course is extremely important. We will be completing several in class activities. Students who are not in attendance will not receive credit for those activities.**

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

### Online Netiquette

- **What is netiquette?** Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

### Academic Honesty

**Remember your goal is to become a leader in the field of early childhood education, trust and respect should be important for you to obtain.**

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.

- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### **Additional Student Services**

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

### Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

### Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu)

### **Student Equity Program**

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

## Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

## Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 1/2/19 to 1/4/19	<ul style="list-style-type: none"> <li>• SYLLABUS AND OVERVIEW OF CLASS</li> <li>• SELF EVALUATION/PERSONALITY TRAITS</li> <li>• MYTHS ABOUT SUPERVISION</li> <li>• DIFFERENCE BETWEEN BOSS AND LEADER</li> </ul>	<p><b><u>IN CLASS DISCUSSION AND GROUP WORK.</u></b> Self-evaluation and Reflection</p>
Week 2 1/7/19 to 1/11/19	<ul style="list-style-type: none"> <li>• UNDERSTANDING DIFFERENT PROGRAMS</li> <li>• COMPARE AND CONTRAST DIFFERENT PROGRAMS</li> <li>• LEADERSHIP STRUCTURE: WHAT IT MEANS. (differences)</li> <li>• PROGRAM PHILOSOPHIES</li> <li>• PERSONAL PHILOSOPHY</li> <li>• LICENSING TITLE 5/22</li> <li>• INTERVIEW PROCESS</li> </ul>	<p><b><u>WRITTEN ASSIGNMENT DUE 1/7</u></b> What qualities should a good mentor have? List the qualities with a brief explanation of the value of each quality and why it's important <b><u>IN CLASS ACTIVITIES:</u></b> DEVELOPING A STAFF MEETING</p>
Week 3 1/14/19 to 1/18/19	<ul style="list-style-type: none"> <li>• IMPORTANT CHARACTERISTICS IN A LEADER</li> <li>• PERSONALITY TRAITS</li> <li>• CULTURAL AND PERSONAL BELIEFS/BIAS</li> <li>• STAFF CONFLICT</li> <li>• METHODS FOR STAFF MOTIVATION AND TEAM BUILDING</li> <li>• STAFF DEVELOPMENT /MENTOR/COACH</li> </ul>	<p><b><u>IN CLASS WORK 1/14</u></b> STAFF MEETINGS <b><u>STAFF MEETING PRESENTATIONS ARE DUE 1/15 AND 1/16</u></b>  IN CLASS DISCUSSION ON STAFF CONFLICTS</p>
Week 4 1/21/19 to 1/25/19	<ul style="list-style-type: none"> <li>• ADULT LEARNING</li> <li>• STAFF EVALUATION AND SUPPORT</li> <li>• METHODS FOR EVALUATION</li> <li>• TOPICS FOR STAFF DEVELOPMENT</li> <li>• DEFINE EVALUATION AND SUPPORT</li> </ul>	<p><b><u>WRITTEN ASSIGNMENT DUE 1/21</u></b> "Professional Philosophy Statement of Teaching in Early Childhood Education"  <b><u>IN CLASS GROUP WORK</u></b> STAFF DEVELOPMENT TRAININGS</p>
Week 5 1/28/19 to 2/1/19	FINAL PRESENTATIONS	STAFF DEVELOPMENT TRAINING

**\*\*\*Tentative, subject to change without prior notice\*\*\***