IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	SPRING 2023	Instructor Name:	**CECILE RICHMOND**
Course Title & #:	ADMINISTRATION AND SUPERVISION CDEV 211	Email:	**cecile.richmond@imperial.edu**
CRN #:	10712	Webpage (optional):	**n/a**
Classroom:	**ONLINE**	Office #:	**809**
Class Dates:	**02/13/23 TO 06/09/23**	Office Hours:	**n/a**
Class Days:	**ONLINE**	Office Phone #:	**760-235-5441**
Class Times:	ONLINE	Emergency Contact:	**Text**
Units:	3 UNITS	Class Format:	ONLINE

Course Description

This course is designed for those who plan to be directors in any early care and education program, both public and private, in the state of California. Effective strategies of leadership and program management and personnel administration for early education settings serving children and families. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for diverse and inclusive early care and education programs. (CSU)

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

CDEV 200 and 210 and its prerequisites

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. Demonstrate effective practices for managing and leading staff and administering early care and education programs.
2. Identify strategies for family involvement and create and assess program parent involvement plan.
3. Demonstrate knowledge of personnel requirements, policies, training, and evaluation.

Course Objectives

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

1. Demonstrate an understanding of the philosophy and historical perspective of Early childhood Education.
2. Evaluate the factors needed to create a diverse and inclusive environment.
3. Summarize essential practices for collaboration with staff, families and community.
4. Connect staff needs to professional development and opportunities.
5. Formulate strategies for compensation and professional growth opportunities in programs.
6. Describe the legal requirements and responsibilities of administering an early care and education program.
7. Identify components of hiring practices, observaiton and evaluation practices of staff.
8. Demonstrate knowledge of and articulate current trends and social considerations.
9. Articulate the importance of professional integrity and confidentiality.

Textbooks & Other Resources or Links

- Bloom, Paula. 2006. *Blueprint for Action: Achieving Center-Based Change Through Staff Development* . 2nd Gryphon House. ISBN: 978-0962189487.
- Neugebauer, Roger and Bonnie. 1999. *The Art of Leadership: Managing Early Childhood Organizations* . Exchange Press, Inc.. ISBN: 978-0942702248.
- Talan, Teri and Bloom Paula. 2010. *Program Administration Scale: Measuring Early Childhood Leadership And Management* . 1st Teachers College Press. ISBN: 978-0807745281.
- MacDonald, Susan. 2017. *Inspiring Early Childhood Leadership: Eight Strategies to Ignite Passion and Transform Program Quality.* Gryphon House. ISBN: 978-0876596517.
- California State Preschool Learning Foundations, Available at: http://www.cde.ca.gov/sp/cd/re/documents/preschoollf.pdf
- California State Infant/Toddler Learning & Development Program Guidelines, Available at: http://www.cde.ca.gov/sp/cd/re/documents/itguidelines.pdf
- 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

Grades will be based upon class participation, attendance and the completion of assignments, pop quizzes, quizzes and tests throughout the semester. All material presented in the text, study guide, videos and handouts will be part of the evaluation process.

All assignments should be typed. No assignments or projects will be accepted late. They are due on the date assigned. If you feel that you have extenuating circumstances, please contact me before the project is due. If you have permission to turn the project in late, you will not earn higher than a letter grade of 'C' for the effort.

Every student has the same chance to prepare for quizzes and tests. If you miss a quiz and have extra time to study, it is unfair to those students who took the quiz on time. In order to make up a test, quiz, or assignment you must show proof for the absence (doctor's note, hospitalization paperwork) and it must be approved by the instructor. Regardless of the reason for a missed quiz, all missed quizzes and tests must be made up within a week of when your class took the test or quiz. Please make sure you are here when tests are scheduled. If you are not here for a scheduled test, you will receive no points for the test. A missed assignment or test is considered an "F" and no points will be given. Plan a schedule to allow for ample study time so you will be prepared. There is no penalty for taking a quiz or test before the scheduled time. All assignments have a rubric by which the student can view what is required to receive the highest grade on that assignment.

- DISCUSSION QUESTION ….10 points
- REFLECTION PAPER… 25 Points
- ARTICLE REVIEW and QUESTIONS…25 Points
- JOB DESCRIPTION….50 Points
- INTERVIEW QUESTIONS FOR HIRING PROCESS…50 Points
- STAFF DEVELOPMENT TRAINING… 100 Points
- STAFF EVALUATION…50 Points
- TEAM BUILDING ACTIVITY…50 Points
- CONFLICT RESOLUTION ACTIVITY… 50 Points
- PARENT NEWSLETTER …. 100 Points
- FINAL: PERSONELL HANDBOOK….150 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

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the faculty member of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, shall be final." California Education Code, Section 76224(a) Everyone in each class can earn an "A" grade. There is no set number or percentage that limits how many A's can be earned in each class. All assignments have a rubric by which the student can view what is required to receive the highest grade on that assignment.

90 -100% = A

 80 – 89% = B

70 – 79% = C

 60 – 69% = D

59% and below

Course Policies

- Plagiarism is to take and present as one's owned 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 correctly 'cite a source', 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

  Anyone caught cheating or 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 School 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) use of a commercial term paper service
- 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.
- 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, no one who is not enrolled in the class may attend, including children.
- 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 (!!!!)].

- How do I show academic honesty and integrity in an online "classroom"?
- KEEP YOUR PASSWORDS CONFIDENTIAL. o You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- COMPLETE YOUR OWN COURSEWORK. o When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor). Examples of Academic Dishonesty that can occur in an online environment:
- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);

Other Course Information

- 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 if you feel you need to be evaluated for educational accommodations.
- Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see http://www.imperial.edu/students/student-health-center/. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.
- Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762
- Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	- Syllabus & Introduction - Review Module 0 - Answer Discussion question 1	Familiarize yourself with the California frameworks and foundations **Due:** Discussion Question 1

Week 2
Week 3
Week 4
	<u>Module 1</u>
	<u>ADMINISTRATION RESPONSIBILITIES</u>
	- Ethics and Professional Behaviors
	- Reflective practices
	  - Working with Community and Families
	  - Community needs
	  - Community Agencies
	  - Community Resources
		- **Read Article** on **Ethics from the NAEYC**
		- **Assignment: Reflection paper on Ethics**
		- **Assignment: Parent Newsletter**
		ALL ASSIGNMENTD FOR THIS MODULE ARE DUE AT THE END OF WEEK 4

Week 5
Week 6
Week 7
Week 8
	<u>Module 2:</u>
	<u>HIRING, EVALUATION AND TERMINATION</u>
	- Job descriptions
	- Hiring and termination procedures
	- Observations and evaluations
	  Formal and informal
	  Use of evaluation
	- Compensation and benefits
	- Payroll
	- Personnel handbook
		- **Assignment:**
		- **Teacher job description**
		- **Assignment:**
		- **5 Interview Questions**
		- **Assignment: Staff Evaluation**
		
		ALL ASSIGNMENTS FOR THIS MODULE ARE DUE AT THE END OF WEEK 8

Week 9	SPRING BREAK	
Week 10 Week 11 Week 12 Week 13	Module 3: LEADERSHIP AND PROFESSIONAL DEVELOPMENT • Training and professional Development of staff and administrators • Modeling and coaching, Confidentiality • Setting priorities between home and work • Cultivating leaders • Leadership styles • Leading and Managing staff • Supporting Staff/Staff Meetings • Team Building Strategies • Communication Strategies • Dealing with Conflict	Assignment: Staff Development training Assignment: Team Building Activity Assignment: Conflict Resolution Activity ALL ASSIGNMENTS FOR THIS MODULE ARE DUE AT THE END OF WEEK 13
Week 14	Module 4 WORKING WITH STAKEHOLDERS • Boards (Parent, Governing, Advisory) • Community Agencies • Other professionals that support the field • Seeking and Incorporating new ideas	
Week 15-17	Final- Work on Personnel Handbook	ALL ASSIGNMENTS AND FINAL FOR THIS CLASS ARE DUE AT THE END OF WEEK 17

***Subject to change without prior notice**