

### Basic Course Information

Semester:	FALL 2025	Instructor Name:	CECILE RICHMOND
Course Title & #:	ADULT SUPERVISION MENTOR CDEV 212	Email:	CECILE.RICHMOND@IMPERIAL.EDU
CRN #:	11462	Webpage (optional):	CHILD DEVELOPMENT
Classroom:	ONLINE	Office #:	203C
Class Dates:	8/11/25 TO 12/5/25	Office Hours:	MONDAY 3:30PM TO 5:30PM WEDNESDAY 11:30AM TO 1:30PM
Class Days:	ONLINE	Office Phone #:	760-235-5441
Class Times:	ONLINE	Emergency Contact:	760-355-6232
Units:	3	Class Format/Modality:	ONLINE

### Course Description

A study of the methods and principles of adult supervision (students, volunteers, staff and other adults) in an early childhood setting. Topics covered include competence in personnel management, effective communication, how adults learn, and team building. Emphasis on the roles and development of Early Childhood Professionals as mentors and leaders. (CSU)]

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

NONE

### 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. Individualize mentoring and supervision strategies based on the roles and developmental stages of adult learners.
2. Demonstrate competency in communication and reflective practices when working with diverse adult populations.
3. Use a variety of personnel, program, and environmental assessment tools to inform leadership decisions.

## Course Objectives

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

1. Examine methods of adult supervision.
2. Describe the characteristics of adult learning and development, and practice strategies to support adult learning.
3. Explain and be able to apply the methods of effective communication and interactions with adults in early childhood settings.
4. Demonstrate reflective practice, cultural competency, and ethical conduct.
5. Identify the characteristics of effective leaders and mentors.
6. Evaluate various personnel, program and environmental assessment tools.

## Textbooks & Other Resources or Links

Chu, Marilyn. 2013. *Developing Mentoring and Coaching Relationships in Early Care and Education: A Reflective Approach*. 1st (Latest Available) Pearson. ISBN: 978-0132658232.

## Course Requirements and Instructional Methods

- 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 EVALUATION...50 Points
- TEAM BUILDING ACTIVITY...50 Points
- CONFLICT RESOLUTION ACTIVITY... 50 Points
- FINAL STAFF DEVELOPMENT TRAINING... 150 Points
- PERSONALL HANDBOOK OUTLINE 100 Points

## 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

% and below

## Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

## Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

## Course Policies

- Plagiarism is to take and present 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 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.

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](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/>
- 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



## Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at [finaid@imperial.edu](mailto:finaid@imperial.edu).

## 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.

## Anticipated Class Schedule/Calendar

*[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]*



IMPERIAL VALLEY COLLEGE

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
<b>WEEK 1</b> 8/11-8/15	<ul style="list-style-type: none"> <li>Syllabus &amp; Introduction</li> <li>Review Module 0</li> <li>Answer the Introduction Discussion question</li> </ul>	Familiarize yourself with the California frameworks and foundations Due Introduction Discussion READ INTRODUCTION AND CHAPTER ONE IN TEXT
<b>MODULE 2</b> <b>WEEK 2</b> 8/18 -8/24 <b>WEEK 3</b> 8/25-8/31 <b>WEEK 4</b> 9/1-9/7 <b>WEEK 5</b> 9/8-9/14	<u>Module 1</u> <b>ADMINISTRATION RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>Ethics and Professional Behaviors</li> <li>Reflective practices <ul style="list-style-type: none"> <li>Working with Community and Families</li> </ul> </li> <li>Community needs</li> <li>Community Agencies</li> <li>Community Resources</li> </ul>	<ul style="list-style-type: none"> <li>Read Article on Ethics from the NAEYC</li> <li>Assignment: Reflection paper on Ethics</li> <li>Answer Discussion question</li> <li>READ CHAPTER TWO AND THREE IN TEXT</li> </ul> ALL ASSIGNMENTS FOR THIS MODULE ARE DUE AT THE END OF WEEK 4
<b>MODULE 2</b> <b>WEEK 6</b> 9/15-9/21 <b>WEEK 7</b> 9/22-9/28 <b>WEEK 8</b> 9/29-10/5 <b>WEEK 9</b> 10/6-10/12	<u>Module 2:</u> <b>HIRING, EVALUATION AND TERMINATION</b> <ul style="list-style-type: none"> <li>Job descriptions</li> <li>Hiring and termination procedures</li> <li>Observations and evaluations <ul style="list-style-type: none"> <li>Formal and informal</li> <li>Use of evaluation</li> </ul> </li> <li>Compensation and benefits</li> <li>Personnel handbook</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: Teacher job description</li> <li>Assignment: 5 Interview Questions</li> <li>Assignment: Staff Evaluation</li> <li>Assignment: Outline of Personnel Handbook</li> <li>Answer Discussion question</li> <li>READ CHAPTER FOUR AND FIVE IN TEXT</li> </ul>
		ALL ASSIGNMENTS FOR THIS MODULE ARE DUE AT THE END OF WEEK 9

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
<b>MODULE 3</b> <b>WEEK 10</b> 10/13-10/19 <b>WEEK 11</b> 10/20-10/26 <b>WEEK 12</b> 10/27-11/2 <b>WEEK 13</b> 11/3-11/9	<b>Module 3:</b> <b>LEADERSHIP AND PROFESSIONAL DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Leadership styles</li> <li>• Important characteristics in a leader</li> <li>• Personality traits</li> <li>• leading and managing staff</li> <li>• Supporting staff/staff meetings</li> <li>• Team building strategies methods for staff motivation and team building</li> <li>• Communication strategies</li> <li>• Cultural and personal beliefs/bias</li> <li>• Dealing with conflict</li> </ul>	<b>Assignment:</b> <ul style="list-style-type: none"> <li>• Staff Meeting PowerPoint presentation</li> </ul> <b>Assignment:</b> <ul style="list-style-type: none"> <li>• Team Building Activity</li> </ul> <b>Assignment:</b> <ul style="list-style-type: none"> <li>• Conflict Resolution Activity</li> </ul> <b>READ CHAPTERS SIX, SEVEN AND EIGHT IN TEXT</b> <ul style="list-style-type: none"> <li>• Answer Discussion question</li> </ul> ALL ASSIGNMENTS FOR THIS MODULE ARE DUE AT THE END OF WEEK 13
<b>WEEK 14</b> 11/10-11/16 <b>WEEK 15</b> 11/17-11/23 <b>WEEK 16</b> 11/24-11/30 THANKSGIVING BREAK <b>WEEK 17</b> 12/1-12/5	<b>FINAL MODULE:</b> <ul style="list-style-type: none"> <li>• Modeling and coaching, confidentiality staff development /mentor/coach</li> <li>• Training and professional development of staff and administrators</li> </ul> <p style="text-align: center;"><b>Final</b></p> <p style="text-align: center;"><b>Staff Development Training PowerPoint Presentation</b></p>	<b>FINAL: STAFF DEVELOPMENT TRAINING POWERPOINT PRESENTATION.</b> ALL ASSIGNMENTS AND FINAL FOR THIS CLASS ARE DUE AT THE END OF WEEK 17

\*\*\*Subject to change without prior notice\*\*\*