Moberly Area Community College
Common Syllabus

ECE 270: Management of Early Childhood Programs

<table>
<thead>
<tr>
<th>Instructor:</th>
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<tbody>
<tr>
<td>Office number</td>
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<tr>
<td>Office hours:</td>
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<tr>
<td>Response Time:</td>
</tr>
<tr>
<td>Contact information:</td>
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<tr>
<td>Classroom number:</td>
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<tr>
<td>Class days and time:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalog Description: ECE270 Management of Early Childhood Programs 3-0-3</th>
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</thead>
<tbody>
<tr>
<td>Management of Early Childhood programs, including homes, group homes and centers, will be examined in this course, which encompasses administration, marketing, personnel issues, parent and community involvement, and legal responsibilities.</td>
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</table>

Prerequisite:
ECE250 Curriculum and Planning in Early Childhood, LAL101 English I and MTH100 Intermediate Algebra or BOE152 Business Math/Electronic Calculations

Text:

Other Required Materials:
A filing system to store your hard copy assignments and information and a USB flash drive to store electronic copies of work from all Early Childhood courses. Headphones with a USB cord and a microphone.

Special Facilities/Equipment:
Students may be required to complete assignments that involve having access to a child or children in an Early Childhood facility. Hybrid, virtual and online courses require regular access to a MS Office compatible word processing program and internet. For virtual class attendance, high speed internet (DSL or Cable) is recommended.

Purpose of Course:
This course provides an opportunity for the student to practice the fundamental administrative responsibilities of a childcare facility including program development and fiscal and personnel management. The student will also gain an understanding of the business challenges of operating a childcare facility.

For your Professional Portfolio: Keep all Early Childhood Education syllabi.
When work is returned, save and/or print the rubric and graded assignment.
Starting Fall 2012, new students must receive a “C” or higher in all ECE courses to graduate.
In compliance with MACC’s Early Childhood Education Program Assessment Plan, the
student who successfully completes this course will be able to meet the following ECE and
Career and Technical Program Objectives:

Outcome 1:
Students will demonstrate effective written and oral communication skills.
  • 4.1 Demonstrate effective written and oral communication skills using Standard English.

Outcome 3:
Students will think critically while systematically assessing problems, identifying
issues and implementing solutions.
  • 2.0 Use developmental knowledge to create healthy, respectful, supportive, and
    challenging learning environments to promote child development and learning.
  • 4.7 Identify, allocate and manage human and material resources necessary for directing
    an early care and education program for young children and their families.

Outcome 4:
Students will apply principles of professionalism and safety standards when entering the
workforce.
  • 4.2 Knowledge and application of basic workplace ethics, practices and procedures
  • 3.5 Involve oneself with the early childhood field by identifying and upholding
    professional guidelines and ethical standards.

Outcome 5:
Students will demonstrate skill mastery and will pursue lifelong learning in their field while
adapting to changing industry standards and following evidence-based practices.
  • 3.2 Understand the goals and benefits of observation, documentation, and other
    appropriate assessment tools and approaches to responsibly evaluate children,
    programs and self.

Course Objectives:
1.1b  Create appropriate health, safety and nutrition policies and procedures based on state
licensure and accreditation guidelines, for programs from infancy through the preschool
years.
4.7b  Develop and organize important policies, procedures, and guidelines to facilitate family
involvement and delineate family responsibilities and caregiver/teacher responsibilities
within a care and education facility, in compliance with state licensing regulations and
accreditation standards
3.3e  Apply strategies for planning, organizing, and managing classroom-based
assessment 4.2c  Apply knowledge of Missouri State Child Abuse & Neglect
regulations to early childhood
profession.

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4.2a Demonstrate appropriate professional behavior.
1.1a Apply knowledge of federal, state and local regulations and professional standards to provide safe, healthy, developmentally appropriate environments for young children.
4.7c Identify, develop and integrate the components necessary to create a strong, positive organizational culture where everyone feels safe, valued and competent.
4.7a Develop comprehensive management systems for daily operations, business and personnel management.
4.7d Balance staffing needs, payroll costs and income in simple cost analysis/balance sheets
4.1c Incorporate ideas and information from readings and personal reflection into own writing
4.1b Produce effective written communication for the purpose and audience

Course Content:
1. The many roles of a program director
2. Leadership and characteristic of effective leaders
3. Interpersonal relationships and personnel management
4. Funding and budgets
5. Regulations and quality indicators
6. Planning a facility
7. Marketing and recruitment
8. Parent relationships
9. Program Assessment

Assessment of Student Learning:

90-100% A
80-89% B
70-79% C

If you receive a grade below a C you will have to retake the course. 60-69% D
Below 60% F

Expected Study Time Commitments:
Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3-credit hour class.

Description of Major Assignment(s)/Project(s):

<table>
<thead>
<tr>
<th>Activity/Project</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Thread Responses</td>
<td>150</td>
</tr>
<tr>
<td>Various Activities from weeks 1-15 (see breakdown in Canvas)</td>
<td>220</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Position Job Descriptions</th>
<th>50</th>
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<tbody>
<tr>
<td>Payroll and Tuition Schedule</td>
<td>50</td>
</tr>
<tr>
<td>Illness Management System</td>
<td>50</td>
</tr>
<tr>
<td>New Employee and Orientation Management System</td>
<td>55</td>
</tr>
<tr>
<td>Marketing Plan</td>
<td>75</td>
</tr>
<tr>
<td>WOYC Plans and Activities</td>
<td>50</td>
</tr>
<tr>
<td>Enrollment Plan</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes (4-5)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>850</strong></td>
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</tbody>
</table>
the student still has the opportunity to be successful in the course.

**4-week:** Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

**Intersession:** Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

**Definition of Course Attendance**

- **In Seat Course** Physically attending scheduled, face-to-face, class meetings
- **Virtual Course** Being present, via appropriate platform, for scheduled class meetings/activities. During Zoom sessions, a *working headset is mandatory* to meet this requirement.
- **Hybrid Course** Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following: · Completion of quizzes or exams during class meetings and online · Submission of assignments during class meetings and online · Participation in discussions during class meetings and online.
- **Online Course** Active participation in an online course includes the following: · Completion of quizzes or exams · Submission of assignments · Participation in threaded discussions

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook, G.040*)

**For Virtual Class Attendance:**

In a virtual class participation includes being able to hear and respond orally during Zoom meetings.

If there is a technology glitch that disconnects freezes or otherwise interferes with the instructor’s transmission, you are expected to wait ten (10) minutes before leaving Zoom. If the instructor is not able to reconnect, or communicate with you through Canvas, email or Zoom after 10 minutes, she will post an announcement in Canvas with further instructions as soon as possible.

**Note:** Although it is the student’s right to make judgments about the legitimacy of his/her absence from class, the instructor must follow college policy. It is important to notify your instructor in writing or by email in advance of planned absences and as soon as possible in the event of emergency absences. Assignments do count as part of your attendance and should be turned in even when absent. However, the instructor makes every effort to make class time valuable to student success, so absences (including tardiness or leaving early) do affect the

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If you have technical difficulties with Canvas, contact Canvas Support. You can access 24/7 online resources and support within Canvas. After you log in, click the Help icon in the bottom left corner of your screen. The menu that pops up provides quick access to Canvas 24/7 email and chat support as well as Canvas Guides.

If you are having difficulties with Zoom, contact int@macc.edu or go to the Zoom help center https://support.zoom.us/hc/en-us. Please check out some of the Zoom help information below: video troubleshooting tips (device specific) if your video/camera is not working, testing computer or device audio (device specific) if you have audio issues, directions to join by phone.

These resources, plus others, are also provided in the student handbook (Redbook) on our website at (http://www.macc.edu/studenthandbooks). Student Resources is also available in Canvas.

Additional helpful information about navigating the online environment is available in the last unit of your course, “Helpful Information”.

COLLEGE POLICIES:

Academic Dishonesty:
MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (Policy Handbook G.020). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

Recording Class Sessions Using Zoom:
The privacy of students is a priority in live or virtual meetings. Recordings of lectures or class meetings that share student information constitute an educational record and are protected under FERPA. Instructors may share recordings within the course section where they were originally recorded and only with the students enrolled in the section. Documented consent from each student identified in the recording is required to distribute outside of the course where it was originally recorded, or student identity must be redacted.

Student Email:
MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account For your Professional Portfolio: Keep all Early Childhood Education syllabi. When work is returned, save and/or print the rubric and graded assignment. Starting Fall 2012, new students must receive a “C” or higher in all ECE courses to graduate.
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