Subject: Early Childhood Education
Course Number: 201
Section Number: 16392
Name of Class: Supervision and Administration of Childrens Programs
Instructor: Lisa M. Wilson
E-mail: lisa.wilson@canyons.edu
Semester: Summer 2015
Class Starting Date: June 8
Class Ending Date: July 11

Class Description: Intended for the experienced teacher, this course meets Title 22 requirements to direct a childrens program. Includes introduction to licensing procedures, budgeting, and basic school management. Meets one of the Title V requirements for the Child Development Permit for Site Supervisor or Program Director. Prerequisite: 6 units of child development course work completed. (ECE 121 and 125)

Textbook and Access code information, including costs: Sciarra, Dorothy June, Dorsey, Anne G. Developing and Administering a Child Care Center, Ninth Edition. Cengage 2015. $192 Licensing - Title 22 Sold in bookstore for $4. Hard copy required for class assignment. You will need a 3 ring binder, page dividers and post it/tabs. Note: This text is also used by this instructor in ECE 202.

Other Course Materials Required: Your text is a wealth of information. At the end of each chapter there are Directors Resources, References and Helpful Web Sites. Appendix A has a partial list of Sources of Early Childhood Materials, Equipment and Supplies. Appendix B has a partial list of Early Childhood Professional Organizations and Information Sources. Appendix C has a partial list of Early Childhood Periodicals and Media. Appendix D is the Directors Library. Appendix E is NAEYC Code of Ethical Conduct and Statement of Commitment. Use these references to locate the information that you need to know.

Initial instructions for beginning of class: This is an eight-week course and the work will be divided into week sections. Week 1 through 8 begin on Monday and end the following Sunday. You are required to post all of your assignments during the week in which they are assigned, unless otherwise specified. Refer to your Dated Course Calendar for due dates. I encourage you to work as early in the week as possible to prevent computer difficulty that might cause a late paper. All papers and communications are expected by their due date. I will open all of the assignments on the first day of class, so you are welcome to work ahead. 1. Read assigned readings in the textbook, selected student responses, lectures, projects, and research online resources. 2. Participate in online discussions of lecture topics and group discussion topics. Complete all assignments, projects and quizzes.

Testing regulations (included proctoring guidelines link): Quizzes: (150 points total) Quiz # 1 (50 points) Quiz # 2 (50 points) Quiz # 3 (50 points)

Course Management System Information: Make sure that you have updated your email address in blackboard. I cannot respond to student@canyons.edu, which is everyones email when
they enter on blackboard. When corresponding with me be sure to put COC ECE 201 in the subject line so that I know that it is related to this specific course. I will attempt to respond to you within 24 to 48 business hours. The syllabus and dated course calendar are found under those icons. Your assignments, projects and quizzes will be available under Assignments. You will respond to your lectures on the Discussion Board. Assigned group work will be in the Group Discussion Board that is found under Communication or Groups. To successfully complete this course the student must read all assignments, readings and lectures, and complete all projects and quizzes posted by the instructor. All of your work is expected by the due date. The only exceptions, for them to be considered for a late grade, will be if you have cleared it with your instructor. If your computer crashes or you have difficulties be sure to go to a computer at the college, your local library or wherever it is convenient for you to have online access.

**Student Learning Outcomes:** The students will be able to: 1. Examine licensing requirements in Title 22 and Title V concerning health and safety issues, disaster preparedness, personnel policies, job qualifications and child abuse. 2. Prepare budgets for the opening and operation of a childrens center while evaluating curriculum, environment and staff. 3. Assess community resources and methods of including families in the childrens program.

**Useful Links:** [www.ccll.ca.gov](http://www.ccll.ca.gov); [www.naeyc.org](http://www.naeyc.org)

**Other:** Please visit the website in your External Links to be familiar with online netiquette: [http://www.albion.com/netiquette/index.html](http://www.albion.com/netiquette/index.html)

**DSPS Information:** For help please contact me via email at lisa.wilson@canyons.edu or visit [http://www.canyons.edu/Offices/DSPS/Pages/default.aspx](http://www.canyons.edu/Offices/DSPS/Pages/default.aspx)