

**Mineral Area College**

**Organization and Management of Early Childhood Programs  
EDU2420**

**Fall 09**

**Instructor: Patricia Fields**

**Department Chair: Diana Stuart**

**Arts and Science Dean: K. Crecelius**

**COURSE TITLE: Organization and Management of Early Childhood Programs**  
**COURSE NUMBER: EDU2420**  
**INSTRUCTOR: PATRICIA FIELDS**

**INSTRUCTOR INFORMATION:**

**Office Hours: Monday through Friday 3 to 4pm or on request.**

**Note: on-line classes should email questions or concerns to the instructor Monday through Friday before 12:00 p.m.**

**Office location: Arts and Science Building- Office #26**

**Phone: (573) 518-2128**

**Email: [pfields@mineralarea.edu](mailto:pfields@mineralarea.edu)**

**Technical Support: Help Desk- Monday through Thursday 8:00 am to 9:00 pm,  
Friday 8:00am to 4:00 pm.**

**Note: It is the student's responsibility to provide the correct technology in accessing the web course information.**

**Prerequisite: EDU1300-Child Development or consent of instructor**

**I. Course Requirement:**

**Mineral Area College is committed to excellence in the teacher education and child development programs, and it has implemented criminal background checks for all students enrolled in education and/or child development classes that require any field work or practicum observation experiences with children. Organization and Management REQUIRES a background check BEFORE any field work/observations can be completed. This is also a component of the professional development requirement for this course. Students must provide a copy of a current (WITHIN THE LAST TWO YEARS) background check OR complete the application process of the background check within the first two weeks of the semester. The process is required prior to conducting field work or practicum/observations. Failure to have the criminal background check completed can result in the student's ability to participate in the Mineral Area College's EDU or ECE classes.**

**Note: see the "Criminal Background" icon on the Home Page for specific details**

**Observation and journaling of experiences in a pre-approved DAP early care and education program is a part of the requirements to complete this course (three to five hours of observation throughout the course work).**

**II. Course Description:**

**The primary focus of the course is to prepare the child care provider/educator with**

the necessary skills to successfully maintain an early care and education program. The application of the director's role in managing a safe, healthy, and developmentally appropriate environment through careful identification of the state licensing and accreditation standards will be addressed. The planning and costs of the program's environment will be identified for children ages birth to eight years of age. Financial issues will be addressed to prepare the student in maintaining a budget for future child care and education costs.

Parent, staff, and volunteer handbooks will be developed to inform parents, teachers, staff, and volunteers of the program's philosophy, goals, and daily events in educating young children. Child care and education policies will be identified and applied in order to inform parents of the program's current policies on health, safety, guidance of behavior, maintenance of child care, and program's fees.

### **III. Textbook Requirements:**

**Administration of Programs for Young Children, Seventh Edition, Click, Karkos.**

#### **Materials Needed:**

- 1. Technology support for completing on-line assignments.**
- 2. (3) presentation folders**

### **IV. Learning Objectives:**

- 1. To identify child development history, theories, and current trends.**
- 2. To explore methods of observations of the developing child.**
- 3. To explore both normal and abnormal prenatal development during pregnancy and its affects on all future development.**
- 4. To identify defining characteristics of ages and stages of development through observation methods of the child in his or her natural environmental setting.**
- 5. To explore the theory of heredity versus environment and its effects on development of the child.**

6. To apply theories of development during infancy, early childhood, middle childhood, and adolescence.

## V. Learning Experiences

1. Weekly discussion topic
2. Research/Reflection
3. Application of DAP Theory/Curriculum

## VI. Student Evaluation

1. Featured Weekly Assignments: 15 @ 25 points.....375 pts.
3. Discussion Topic/Response: 14 @ 10 points.....140 pts.
4. Semester Project-Handbooks .....150 pts.
5. Semester Project..... 50 pts.
5. On-campus final.....100 pts.

Total Points Possible: 815 points

## Final Grading Scale

92- 100 % = A  
82- 91% = B  
72- 81% = C  
62- 71% = D

## VII. Special Policies

**A. Attendance/guidelines for completion of on-line work: Weekly assignments are due each Saturday at midnight. NO LATE ASSIGNMENTS WILL BE ACCEPTED AFTER THE ASSIGNED Due DATE.**

The on-line course has been designed to allow the student to arrange the completion of work according to the student's schedule as long as weekly deadlines are met. It is recommended that the student set aside a minimum of five hours per week for each three-hour web course. The five hours include reading, study, quiz, discussion topic and response, and the featured weekly assignment. The only time constraint is the discussion topic and response. All other assigned work, the student can complete within a 24/7 time line. The course assignments follow the same schedule as on-campus courses. The student may access the web course the weekend prior to the first week of

scheduled classes. During the spring semester, the campus schedule allows one week for spring break. The break is also observed for all on-line courses. Note: Please refer to the calendar icon for all scheduled assignments and holidays.

**B. Drop Policy:** The following will constitute an instructor dropping a student from the web course:

- No oral or written contact has been made by the student within two weeks of scheduled dates of the web course.
- No oral or written contact from the student for two consecutive weeks during the semester.
- Academic dishonesty.

**C. Academic Honesty:**

Students who engage in dishonest acts such as plagiarism or any other forms of misrepresenting another's work for their own work will be notified by the instructor that they are receiving a "0" for the assignment. All work must be cited and referenced unless it is the student's own creation and thought. Students who wish to appeal the decision of the instructor on a matter of dishonesty may do so under the Procedural Policy for Disciplinary Action. (Under this policy, the student is subject to suspension from the college for acts of dishonesty).

**D. Honors Option**

Students who wish to contract for honors in this class may do so by contacting the instructor the first two weeks of the course. The honors assignment is a research paper on an assigned child development theorist.

**E. Special Needs:** Please notify the instructor of any modifications or adaptations to on-line materials, instructional needs, or personal health needs that may restrict the learning process. All reasonable efforts will be made to accommodate these needs.

## **VIII. Completing On-line Assignments**

To access the web course:

1. The course is managed through Web-Ct: [www.gatewayccc.org](http://www.gatewayccc.org)
2. The student should be able to log into the web-ct course the Saturday before classes begin on campus. If the student enrolls AFTER the first Monday of classes, please email the instructor at [www.pfields@mineralarea.edu](mailto:www.pfields@mineralarea.edu) so the process can be started.
3. After logging into the web-ct course at the above web address, the student will enter the user name as follows: first initial of the first name and last name (all in lower case). I.e. pfields
4. The password is the same as the user name.
5. Once you are in the course you will have the option to change the password.
  - If for some reason this does not work, please call the web-ct Help Desk at (866) 522-1472. You may need to be assigned a different user name and password.

6. You will “click” on the course name.
7. This will bring you to the Home Page.
8. The student is responsible to read ALL ICONS on the Home Page to gain a better understanding of how the course works.
9. There are five icons the student will use each week to complete assigned work: Starting the Course; Calendar; Weekly Assignments; Discussion Board; and Course Information.

**Welcome: To Organization and Management of Early Childhood Programs, a course that prepares the early childhood provider/teacher to plan for a developmentally appropriate environment/program for children birth through eight years; and before/after care for school age children five to twelve years.**

### **Course Content and Structure**

**Each week the assignment will include a discussion topic that will be the primary objective or study of the chapter.**

**The student will read the chapter to gain a better understanding of the assigned discussion topic. The student will post the discussion on the “Discussion Board”. The discussion board is used as a “virtual” classroom discussion group.**

**The student will be required to respond to at least one other student’s posted topic. This is an opportunity to engage in a professional, meaningful response and to build professional relationships with others in the group. As the students and instructor engage in discussion concerning the assigned topic each week, it provides an opportunity to discuss and explore both the chapter’s reading and a broader professional perspective of the classmates and assigned chapter materials. The student will have the opportunity to discuss and apply the learning with others in the class. This also provides an opportunity for the instructor to enhance the students’ understanding of course materials.**

**In addition to the discussion topic, the student will have “Featured Weekly Assignments” to complete. The assignments will vary in nature, but they are intended for application and use in the early care and education setting. Some of the weekly assignments lead up to the compilation of the semester project (three handbooks).**

**A semester project is used to evaluate the student’s understanding and application of the management of a professional early care and education setting. A Parent, Staff, and Volunteer Handbook will be compiled to include program philosophy, program management tools, and policies. Information compiled will meet Missouri Child Care Licensing Rules and Regulations and include state accreditation standards.**

**Note: It is strongly recommended that the student read the chapter and engage in discussion before attempting the weekly assignment.**

### **Completing Coursework for Credit**

1. There is a Featured Weekly Assignment based on the chapter’s reading each week (1 through 15).

2. There is an assigned discussion and response to another student based on the chapter's reading each week (1 through 14).
3. Semester Project: The student will be required to complete three handbooks (parent, volunteer, and staff). They are to be presented in a professional looking format that could be used in the program.
4. On-campus Final: The date for the final is posted on the Home Page icon, "Calendar" the first two weeks of class. The student must attend the final or receive an "F".

### **Performance and Participation**

The student must remember this is a web class. The student is required to maintain weekly contact with the instructor through the Private Mail system within the web-ct course. If for some reason the student cannot access the web address, the student is to email the instructor at [www.pfields@mineralarea.edu](mailto:www.pfields@mineralarea.edu) or (573) 518-2128. Failure to do so may result in the student being dropped from the course. This also includes communication from the student concerning technical or personal reasons for the assignment to be late. The communication must be received by the instructor the same week the assignment is due.

### **Keys for Success**

The instructor values the importance of gaining knowledge in the developing child, and application of the development in the child's environment. Adults working with children can use this knowledge in planning a developmentally appropriate environment. The following provides an outline for the students' evaluation by the instructor and learning of the course materials.

1. Read chapter materials before attempting to post the weekly discussion and response and completing the featured weekly assignment.
2. Read the weekly assignments in their entirety. If you have any questions or concerns about the assignment, email the instructor no later than Thursday to assure you receive help before the assignment is due on Saturday.
3. Refer to calendar on Home Page for due dates of assignments. The instructor will not accept late work. The student will receive a "0" for the assignment regardless of why the assignment was late.
4. Email the instructor if you are having difficulties in completing the scheduled work as soon as possible (the same week the assignment is due).

**NOTE:** On-line courses require the student to be an independent learner who is well-disciplined in completing work within a seven day period. The comprehension of both materials and assignments are an important part of taking on-line courses. Please let the instructor know within the first two weeks if you are having difficulty. The instructor can meet with the student during scheduled office hours or arrangements can be made to meet at other times that are agreeable to both parties.

