

Spring 2020

Meeting days: Tuesdays and Thursdays	Instructor title and name: Prof. Susan DeCristofaro Rogers
Meeting times: 10:00 AM – 12:00 AM	Phone: 619-849-2245
Meeting location: Evans Hall 113	E-mail: srogers@pointloma.edu
Final Exam: Tuesday, May 5, 10:30 – 1:00 PM	Office location and hours: Evans Hall 102/Hours posted on door

PLNU Mission 

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION 

Application of basic principles in the guidance of young children. To examine the multidimensional roles of the early childhood program director/administrative styles, management tools and interpersonal skills that contribute to effective leadership. Three hours of lecture and one hour observation time per week.

COURSE LEARNING OUTCOMES 

1. Recognize the basic knowledge and skills necessary to be an effective administrator of a good school for young children or an early education program.
2. Compare and contrast early childhood philosophies and programs.
3. Examine Early Childhood regulatory and licensing requirements.
4. Construct an early childhood program including: by-laws and policy statements, finances and budgets, advisory boards, enrollment, nutrition-health and safety, schedules, curriculum, leadership, personnel management, and parent and community relationships.

COURSE SCHEDULE AND ASSIGNMENTS

DATE PRESENTED	CLASS CONTENT OR ASSIGNMENT	ASSIGNMENT DUE DATE
Thursday, January 16	Welcome: Overview of Course Discussion: Directors Job Description	
Tuesday, January 21	Administration Chapter 1 Click	
Thursday, January 23	Choices: Schools and Programs Chapter 2 Click Diversity and Early Childhood Education	
Tuesday, January 28	Setting Goals and Philosophy Chapters 3 and 4 Click *A day with Becky Candra	
Thursday, January 30	Visit Manchester Family Child Development Cent	
Tuesday, February 4	Space and Equipment Chapters 5-7 Click	Outdoor Project Proposal Due
Thursday, February 6	Visit La Jolla Methodist	
Tuesday, February 11	Take Home Test 1 Planning: Infants and Toddlers Chapter 5 Click Planning: The Preschool Chapter 6 Click Planning: The School-age Children Chapter 7 Click	Visit Reflection Due
Thursday, February 13	Visit City Tree Christian School	
Tuesday, February 18	Planning Program and Environment	Take Home Test 1 Due Visit Reflection Due
Thursday, February 20	Visit Warren Walker School	
Tuesday, February 25	Budget Chapter 11	Visit Reflection Due
Thursday, February 27	Take Home Test 2 Lakeshore Day	
Tuesday, March 3	Staff Selection/Development/Supervision Chapters 8 and 9 Click	
Thursday, March 5	Gluck Child Care	Take Home Test 2 Due
March 9-13	Spring Break	
Tuesday, March 17	Reggio Outdoor Project Research Day	Visit Reflection Due
Thursday, March 19	Reggio Presentation to Reggio Round Table San Diego Board and Friends	Reggio Presentation Due Cunningham B
Tuesday, March 24	Health and Safety Chapter 12 Click Video: Caring for Our Children Take Home Test 3	
Thursday, March 26	Visit Murphy Canyon Child Development Center	
Tuesday, March 31	Food and Nutrition Chapter 12 Click	Take Home Test 3 Due Visit Reflection Due
Thursday, April 2	New Program/New Year Chapter 13 Click Enrollment Families Chapter 14 Click Parent Conference Panel	Early Childhood Program Notebook Due
Saturday, April 4	Present Poster at CA-AFCS Conference	Poster Presentation Due

Tuesday, April 7	Child Abuse Chapter 15 Click Child Care Permit	
April 9-13	Easter Recess	
Tuesday, April 14	Visit Judy Palmer Stevens/Westminster School	
Thursday, April 16	Visit Head Start Neighborhood House	Visit Reflection Due
Tuesday, April 21	Interview Skills	Visit Reflection Due
Thursday, April 23	Mock Interview Day	
Tuesday, April 28	Class Work Day in Computer Lab	
Thursday, April 30	Class Work Day in Computer Lab	
Tuesday, May 5	Final 10:30 AM – 1:00 PM	Final Project Due and Presented

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

1. Required: Click, Phyllis M., Administration of Programs for Young Children 9th Ed., Cengage 2014.
2. Required: Community Care Licensing Requirements for Early Childhood Centers – Handed out in class.
3. Optional: Child Care Center Resource and Business Kit, How to Open a Child Care Center

ASSESSMENT AND GRADING

<p><u>Assessment:</u></p> <ul style="list-style-type: none"> • Reflective 1 Page Paper on Class Visit – 10 points each/total 70 points • Professional Presentations – 180 points <ul style="list-style-type: none"> ○ Outdoor Research – 140 points ○ CA-AFCS Poster – 40 points • Early Childhood Program Notebook – 75 points • Mock Interview – 25 points • Exams – 75 points each/total 300 points • Design an Early Childhood Program Final Project – 175 points <p>Total: 825 points</p>	<p><u>Sample grade scale:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A=93-100</td> <td style="width: 50%;">C=73-76</td> </tr> <tr> <td>A-=92-90</td> <td>C-=70-72</td> </tr> <tr> <td>B+=87-89</td> <td>D+=67-69</td> </tr> <tr> <td>B=83-86</td> <td>D=63-66</td> </tr> <tr> <td>B-=80-82</td> <td>D-=60-62</td> </tr> <tr> <td>C+=77-79</td> <td>F=0-59</td> </tr> </table>	A=93-100	C=73-76	A-=92-90	C-=70-72	B+=87-89	D+=67-69	B=83-86	D=63-66	B-=80-82	D-=60-62	C+=77-79	F=0-59
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COURSE POLICIES AND PROCEDURES:

Regular attendance and in-class participation: Students are expected to attend class regularly and participate in class discussions and projects. Please contact instructor before class if you know that you will be unable to attend class. **Student participation and attendance will be reflected in final course grading.** More than **two** absences will result in a decrease in the final semester grade.

Exams: Four exams will be given during the semester. Students absent the day of the exam will be given a grade of zero for the exam unless arrangements had been made with instructor.

Class Trips: The class will visit several different schools throughout the semester. Students are required to attend these visits. Students unable to find transportation should contact the instructor prior to the visit date. A reflective 1 page paper is required for each field trip (10 points each).

PROJECTS:

1. Outdoor Research Project: Design, implement, and document an outdoor project with children at the Early Childhood Learning Center
 - a. Design an outdoor project that is age-appropriate, engaging, and conducive to the natural environment of the ECLC playground, deck and/or area behind the center.
 - b. Implement the project with children at the center, collect documentation to show its progress and stages with photos, anecdotal notes, group generated questions or lists, child drawings, child writing, child creations, art, etc.
 - c. Create an attractive and informative documentation display of the project to be presented to the Reggio Round Table San Diego Board and friends on Thursday, March 19.
 - d. Present poster at CA-AFCS conference on Saturday, April 4.
2. Early Childhood Program Notebook: Collect brochures, newsletters, and parent information from **five different schools than those visited in class**.
3. Mock Interview: Directions to be given at a later date.
4. Design an Early Childhood Education Program Final Project: To be announced.

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. The final examination schedule is posted on the [Class Schedules](#) site. No requests for early examinations or alternative days will be approved.

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See [Academic Policies](#) in the Undergraduate Academic Catalog.