ADMINISTRATION AND SUPERVISION

COURSE DESCRIPTION

This course is designed to focus on application of administrative concepts and practices to those trained in child development. The principles presented in this course can be applied in many types and sizes of child care centers. The four functions common to administration - planning, implementation, operating and evaluating - are presented in detail in this course.

3 Credits
(3 lect/pres, 0 lab, 0 other)

COURSE FOCUS

In this course, students will explore the many facets of administering a childcare center.

TEXT AND REFERENCES

ISBN: 978-1-4283-6137-9

COURSE GOALS

Upon completion of this course the student will be able to:
1. Develop personal and professional goals and use a self-evaluation tool. (NAEYC 6c, 6d)
2. Discuss the child care law and current regulations, understanding the role of DSS, DHEC, Fire Marshall, Child Care Advisory Board, and State Legislature. (NAEYC 2b, 6a)
3. Discuss various child care programs and how they differ in philosophy and goals. (NAEYC 6d)
4. Demonstrate the use of the Program Administration Scale. (NAEYC 3c)
5. Give examples of the components of an appropriate parent and staff handbook. (NAEYC 2b)
6. Create a business plan and budget, listing the major categories of expenses. (NAEYC 6b)
7. Identify community resources (including health & safety resources, USDA, grants, etc) to assist with the sustainability of a child care/early education program. (NAEYC 2a, 6a)
8. Participate in a leadership/advocacy activity. (NAEYC 6e)
Course Outcomes and Competencies

**Intended Course Outcome #6:** Students will be able to examine what it means to become a professional in the field of early childhood

**Course Competency 6e:** Students will be able to engage in informed advocacy for children and the early childhood profession.

**Performance Measurement Instrument and Success criteria:** Students will successfully complete an advocacy project.

**STUDENT CONTRIBUTION**

For this course to run properly, the student is expected to be prepared for each class, including, but not limited to, reading assignments and class assignments. Attendance is a great contributor to student success in this course.

**COURSE EVALUATION**

Specific Assignments: Grading

All assignments will be graded for accuracy. All assignments will be graded for accuracy. All assignments will be graded for accuracy. No late assignments will be accepted. All assignments are due via Blackboard and will only be graded using this method of submission.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Points</th>
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<tbody>
<tr>
<td>Tests</td>
<td>105</td>
</tr>
<tr>
<td>Discussion Questions</td>
<td>195</td>
</tr>
<tr>
<td>Case Studies (2 @ 100)</td>
<td>200</td>
</tr>
<tr>
<td>Parent Handbooks</td>
<td>100</td>
</tr>
<tr>
<td>Chapter Assignments</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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</tbody>
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900 - 1000 = A  
800 - 899 = B  
700 - 799 = C  
600 - 699 = D  
599 or Below = F

**GRADING METHODOLOGY**

The final grade must be 70 or more (a grade “C” or better) in order to pass the course and progress to the next course. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.

If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.
COURSE SCHEDULE

The class meets for 3 lecture/presentation hours per week.
ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.
HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

EMERGENCY TEXT MESSAGE ALERT

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)