

## ADMINISTRATION OF PROGRAMS FOR CHILDREN II (CDEC 2328)

### **CREDIT**

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

### **MODE OF INSTRUCTION**

Online

### **PREREQUISITE/CO-REQUISITE:**

N/A

### **COURSE DESCRIPTION**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning parent education/partnerships.

### **COURSE OBJECTIVES**

Upon completion of this course, the student will be able to

1. Demonstrate knowledge in the Minimum Standards for Child Care Centers.
2. Discuss legal and ethical issues that arise in Child Care Programs.
3. Explain the administrator's role in advocacy.
4. Describe personnel management skills necessary to administer programs.
5. Examine leadership, conflict resolution and stress management.
6. Evaluate fiscal responsibilities of an administrator.
7. Examine the importance of parent education/partnerships.
8. Utilize skills in speaking, writing, computation, and technical applications.

### **INSTRUCTOR CONTACT INFORMATION**

Instructor:	Tiffanie Garrett Cruz
Email:	Tgcruz@lit.edu
Office Phone:	409-718-1147
Office Location:	MPC 107
Office Hours:	TR 8:30-9:00 / 11:45-12:15



## **REQUIRED TEXTBOOK AND MATERIALS**

This course will be using the AgriLife online courses on Program Administration.

Required: a laptop or device that will allow you to access required material on LIT Blackboard and to access the AgriLife online course materials.

Downloaded copy of the version 2024 Minimum Standards for Child Care Centers

## **DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

## **STUDENT EXPECTED TIME REQUIREMENT**

Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

## **DISCUSSION BOARDS**

Students are expected to participate in threaded Discussion Board topics. Participation is required in the discussion posts by responding to the thread, then posting engaging comments or questions to at least two other peers' postings.

Late Discussions will receive a grade reduction.

## **RESPONSE TIMES**

I expect to respond to your emails within 24 to 48 hours. All discussion post/responses, homework, quizzes, and assignments are usually graded by the day after the due date.

## **COURSE INSTRUCTOR EVALUATION**

Instruction as well as student performance is subject to evaluation. Procedures for instructor evaluation will be provided near the end of this course via email from Lamar Institute of Technology. Save a screenshot of your instructor's evaluation completion page and upload it to the appropriate spot for extra credit.

## **ATTENDANCE POLICY**

Internet usage- students are to use proper netiquette when participating in course email, assignment submissions and online discussions.

## **MAKE UP WORK**

Late work will be accepted with communication. All late work will result in a 15% penalty.

## **COURSE EVALUATION**

### **GRADING POLICY AND EVALUATION**

Final grades will be calculated according to the following criteria:

ASSIGNMENTS	% OF TOTAL
Discussion Posts	15%
Homework Assignments	15%
Quiz	10%
Journal	10%
Projects (1-5)	10% each = 50%
Total	100%

There will be 5 projects due throughout the semester that together will make up the grade of a Final. These projects collectively make up 50% of your total grade.

A	90%-100%
B	80%-<90%
C	70%-<80%
D	60%-<70%
F	Below 60%

## **COURSE REQUIREMENTS**

Success is dependent on active participation and engagement in all areas of the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- Log on at least 3 times per week- different days in order to complete weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus
- Participate in the threaded discussions
- Cheating will not be tolerated

You should expect to spend 8-12 hours per week actively engaged with the course.

## **ONLINE ETIQUETTE**

- Log in a few minutes before the scheduled class time to test equipment (camera, microphone, internet connection), and have course materials ready before class begins. This is important because punctuality and preparedness shows professionalism and respect for the course, instructor and fellow students.
- Cameras should be on during the class session with student visually present. Building a strong learning community is essential for effective interaction. Visual presence fosters accountability, engagement, and instruction understanding. Ensure appropriate attire during sessions.
- Microphone should be muted unless you are speaking. Background noise is a disruptive to the session.
- Use verbal or chat participation to ask questions, contribute to discussions, or respond to prompts. Passive attendance limits learning.
- Avoid multi-tasking during sessions. Maintaining a respectful and distraction-free learning environment supports a professional academic environment.

## **ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog and Handbook.

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI / ChatGPT in their courses.

Students are responsible for the content of any work submitted for this course. Use of Artificial Intelligence (AI) to generate a first draft of text is permitted, students must review and revise any AI-generated text before submission. AI text generators can be useful tools, however they are prone to factual errors, incorrect or fabricated citations, and misinterpretations of abstract concepts. Students should utilize with caution.

In your submissions, clearly state whether an AI tool was used. Name the specific tool (ChatGPT, Grammarly). Edit and personalize AI suggestions to show student's own thinking.

## COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
8/27-8/29	Standards/Purpose	Subchapter A	
9/3-9/5	Admin & Communications	Subchapter B	Admin Interview (9/4)
9/10-9/12	Record Keeping	Subchapter C	Operational Policies (10/30)
9/17-9/19	Personnel	Subchapter D	Job Descriptions (10/2)
9/24-9/26	Ratio, Group Sizes, Fiscal	Subchapter E	
10/1-10/3	Activities & Basic Requirements	Subchapters F,G,H,I,J,K	
10/8-10/10	Discipline & Guidance	Subchapters L	Discipline & Guidance Policy (10/9)
10/15- 10/17	Special Accommodations	Subchapters M,N,O,P,Q,V,X	
10/22-10/24	Health Practices	Subchapters R	
10/29-10/31	Safety Practices	Subchapters S	
11/5-11/7	Physical Facilities/Indoor & Outdoor/Fiscal	Subchapters T, U	Classroom Design
11/12-11/14	Emergency Practices	Subchapters W	Emer. Preparedness Plan (11/27)
11/19-11/21	Parent Partnerships		Parent Event (11/27)
11/26	Leadership		
12/3-12/5	Review		Review
12/10	Final Evaluation		

