

ADMINISTRATION OF PROGRAMS FOR CHILDREN I (CDEC 2326)

CREDIT

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

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

N/A

COURSE DESCRIPTION

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

COURSE OBJECTIVES

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

1. Develop an initial operational plan.
2. Identify the functions of an administrator.
3. Evaluate an early care and education program.

INSTRUCTOR CONTACT INFORMATION

Instructor: Tiffanie Garrett Cruz

Email: Tgcruz@lit.edu

Office Phone: 409-718-1147

Office Location: TC 220

Office Hours: Scheduled upon request



**LAMAR INSTITUTE
OF TECHNOLOGY**

REQUIRED TEXTBOOK AND MATERIALS

All course materials will be made available through the Blackboard Learning Management System (LMS), including readings from the Virtual Lab School website, covering sections on Leadership Essentials, Program Management, and Social-Emotional Learning for Teachers. Additionally, there are supplemental videos and documents that are required for review. Access to the internet and a laptop is necessary for participation in the course.

ATTENDANCE POLICY

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

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.

Week	Topic	Assignments	Due Date
1	Introductions & Expectations, Blackboard Orientation Test, Set up OER Account, Introduction Discussion	➤ Introductions & Expectations, Blackboard Orientation Test, Set up Account with AgriLife, Introduction Discussion	1-25-26
2	Defining Your Role as Manager and Leader	➤ Journal ➤ Discussion, ➤ Quiz ➤ DISC Quiz	2-1-26
3	Creating, Communicating, and Living Your Program Vision and Core Values	➤ Journal ➤ Discussion, ➤ Quiz ➤ InfoGraphic – Vision and Core Values	2-8-26
4	Relationships as the Foundation for Effective Leadership	➤ Journal, ➤ Discussion, ➤ Quiz ➤ Staff Morale Planning	2-15-26
5	Systems to Support the Operation of Your Program	➤ Journal ➤ Discussion ➤ Quiz ➤ On-Boarding	2-23-26
6	Program Organization	➤ Journal, ➤ Discussion ➤ Quiz ➤ Organizational Chart	3-1-26
7	Program Support	➤ Quiz, ➤ Discussion,	3-8-26

		➤ Quiz ➤ Interview	
8			SPRING BREAK
9	Program Staffing Schedule	➤ Journal, ➤ Discussion, ➤ Quiz	3-22-26
10	Curriculum Support	➤ Journal ➤ Discussion, ➤ Quiz ➤ Curriculum Style Presentation	3-29-26
11	Child and Family Services	➤ Journal, Discussion, ➤ Quiz ➤ Projections	4-5-26
12	Program Evaluation	➤ Journal ➤ Discussion ➤ Quiz ➤ Family Survey	4-12-26
13	Performance Management	➤ Journal, ➤ Discussion ➤ Quiz	4-19-26
14	Tour and Interview	➤ Journal, ➤ Discussion	4-26-26
15	Admin Q & A	➤ Q & A ➤ Discussion	5-3-26
16	Final Thoughts	➤ Discussion	5-10-26

COURSE 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)	50% (10% each)
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.

GRADING SCALE

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

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. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](https://lit.edu/online-learning/min-computer-reqs).

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. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

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.

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.

ADDITIONAL COURSE POLICIES/INFORMATION

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 online material. 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 within the week after the due date.

MAKE UP WORK

Late work will be accepted with communication. All late work will result in a 10% penalty.

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.

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.

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.

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.