

**DEPARTMENT OF EDUCATION**

**COURSE OUTLINE – Winter 2024**

**CD 2030 (A3): Administering Early Childhood Programs – 2 (5-0-0) 30 Hours for 6 Weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Desiree Klause **PHONE:** 780-539-2213  
**OFFICE:** H228 **E-MAIL:** [dklause@nwpolytech.ca](mailto:dklause@nwpolytech.ca)  
**OFFICE HOURS:** Tuesday's & Thursday's 10:30 a.m. – 12:00 p.m. or by appointment.

**CALENDAR DESCRIPTION:**

Students examine the role of the administrator in Early Learning and Child Care programs, including effective staff supervision, models and techniques for evaluating and motivating staff. Students will learn about funding available from all levels of government, as well as service organizations in the private sector. The budgeting process, advertising and marketing strategies will be explored.

**PREREQUISITE(S)/COREQUISITE:** Successful completion of first year.

**REQUIRED TEXT/RESOURCE MATERIALS:** No textbook required.

**DELIVERY MODE(S):** Classroom instruction will include a combination of lectures, discussions, small and large group work. Audio-visual materials and other resources will also be used.

**LEARNING OUTCOMES:** Upon successful completion of this course, the student will be able to:

- Explain the various roles and responsibilities of a director in a childcare program.
- Describe effective staff supervision practices and explain the importance of regularly reviewing staff performance.
- Implement strategies to provide and support on-going staff development.
- Complete the necessary funding and budgeting processes necessary to operate a childcare program.
- Utilize marketing and advertising strategies to promote an early childhood program.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

## EVALUATIONS:

In Class Assignments	15%
Assignment Unit One	25%
Assignment Unit Two	25%
Assignment Unit Three	25%
Attendance / Participation	10%

Assignment details and specific instructions will be discussed in class and provided on MyClass. Assignments must be submitted in the dropbox on MyClass by the date and time indicated. **ALL** assignments and tests **MUST** be completed and turned in to pass the course.

Unless arrangements have been made with the instructor prior to the due date, late assignments will be docked 5% per day. If the assignment is not received within 10 days of the due date, a grade of 0 will be given.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. A minimum grade of C- is required to pass this course.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

	<b>Date</b>	<b>Topic</b>	<b>Assignments</b>
1	January 8	<b>Unit 1</b> Course Intro & Welcome	
2	January 10	What Makes a Good Leader?	
3	January 15	Effective Management Practices	
4	January 17	<b>Unit 2</b> Staff Recruitment and Selection	<b>Assignment #1 Due</b>
5	January 22	<b>Unit 2</b> Funding and Budgeting	
6	January 24	Fundraising and Marketing	
7	January 29	Fundraising and Marketing	
8	January 31	Fundraising and Marketing Proposals	<b>Assignment #2 Due</b>
9	February 5	<b>Unit #3</b> Motivating Staff	
10	February 7	Supervisory and Evaluation Practices	
11	February 12	Employment and Labour Standards	
12	February 14	Flex Day: Prepare for Fundraiser	<b>Assignment #3 Due</b>
13	February 16	Wrap Up Fundraiser	<b>Fundraiser!</b>

**STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

**STUDENT RESPONSIBILITIES:**

Northwestern Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and responsibilities.

**DEPARTMENT OF EDUCATION EXPECTATIONS FOR STUDENT LEARNING**

It is the right of the student and of the instructor to a favorable learning/teaching environment. It is the responsibility of the student and the instructor to engage in appropriate adult behaviors that positively support learning. This includes treating others with dignity and respect and following the expectations outlined below.

**Student Attendance and Participation:**

- You are expected to comment, respond to questions, interact with classmates, and otherwise contribute to the class dialogue. Questions are welcomed and encouraged. If you're wondering about something, most likely several classmates are as well, only they're afraid to speak up, so ask! To participate effectively, you should have the day's reading completed before class begins. This will allow you to comment, answer questions, and ask questions of your own. A participation mark of 10% is attributed to this class and will reflect your engagement in the above areas. Class begins promptly on time, and it is expected that students arrive on time for class and leave only when class is finished.

To receive full marks for participation and attendance students are expected to:

- Sign in at the start of class. Attendance sheet will only be available for the first 15 minutes of class. Failure to sign in will result in an absent mark from the class.
  - Be on time for class start and stay until the end.
  - Turn off/put away technology not being used for instruction, that could be a distraction (phones, other computers, tablets). Studies indicate that cell phones not only interfere with your learning, but also the students around you.
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- Students should choose courses with class times that work with their employment and personal commitments, and arrange medical/dental appointments, job interviews, full or part-time employment, child care and any other personal commitments around their course schedule, as students will not generally be excused from class for such activities.
  - If you are unable to make class, communication is key. If your absence is for a legitimate reason (illness, family crisis), please let me know as soon as possible via email. Please send a new e-mail for each class missed for a legitimate reason, or clearly state which days will be missed. E-mailed notices of absence do not automatically "roll over" for future missed dates.
  - Students are responsible for all missed material, including material missed due to legitimate/excused absences. Slideshows are posted to MyClass, and further information can be obtained from classmates. If, after you have reviewed the class materials, you have questions, please contact me and I'll be pleased to assist you.

### **Assignments:**

Hand in assignments via MyClass by the date indicated.

- ALL assignments will be typed, double-spaced (or follow the provided template) and will include a cover page with your name, course number and assignment name.
- To synthesize the information learned in class and to enhance your learning, it's important that you do your own writing, without using Chat-GPT or any other AI or language bot. Assignments found to have been created using AI/bots will not be graded. Whether students are permitted to rewrite/resubmit these assignments is at the instructor's discretion. AI-written papers may be subject to further penalties under the Student Rights and Responsibilities policy. Additional penalties may also be applied to your participation grade.
- Students may be required to submit their course work to Turnitin, a third-party service provider engaged by BVC. Turnitin identifies plagiarism by checking databases of electronic books and articles, archived webpages, and previously submitted student papers. Students acknowledge that any course work or essays submitted to Turnitin will be included as source documents in the Turnitin.com reference database, where it will be used solely to detect plagiarism. The terms that apply to a student's use of Turnitin are described on Turnitin.com.

### **Extensions**

- Students must contact the instructor directly regarding extensions. I grant extensions for the following reasons: technological failure (may be used only once), sick children/family crisis, illness or injury of student, alien abduction (documentation required). Extensions are not open-ended; rather, we will agree on a new deadline, after which late penalties apply. Extensions are not given because of workload. Due dates across classes tend to come in clusters. Plan ahead and be prepared to deal with the schedule. Extensions will not be granted the same day an assignment is due.

### **Additional Information**

- Names/Pronouns: At the start of the course, my list of students' names is based on the register. If you would prefer to be called something else, please let me know, and I will adjust my list accordingly, and use your preferred name from that point on. You should feel free to use your preferred given name on all essays and submitted assignments. (If your preferred surname varies from the name under which you are registered, I may need occasional reminders.) If you want to tell me your pronouns, you should feel free to do so. I will respect your pronouns. All students are expected to respect their classmates' preferred names and pronouns.
- Office Hours: My office hours are listed on the first page of this course outline. You don't need an appointment to meet with me during office hours. I meet with students in the order that they show up. This is your time, as much as class is. Please don't feel you're imposing. Office hours are cancelled if the instructor is sick. But I'll post an announcement to that effect, and re-schedule

when I'm better. If you make an appointment to meet with me outside of regular office hours, please actually attend that meeting, or notify me that you won't be able to make it.

- **Communication:** Please keep communication lines open. Ask questions, email me, seek me out and let me know if you are struggling with class content or deadlines. I am more than willing to help you in your learning so you can soak up all that there is to learn. However, I cannot help you if I do not know you need help. Communication is key!
- **Crisis Management:** I'm not a monster, but I'm not psychic, either. If something goes wrong in your life, I won't automatically know. If you let me know, I will work with you to help you keep up/catch up in the course. You are human and crises happen to us all. I will happily work with you to ensure they don't derail your academic career.
- **Grades:** How you do on assignments and in class has no bearing on how I view you as a person. Although marking can often be subjective, I do my utmost to grade the quality of the work based on the rubrics that are included for each assignment. You are separate from your work, and we are entitled to bad days. Please understand that I am more interested in your learning/growth than your grades, as you should be too.