



Supervision and Administration - ECED 208
Child, Youth and Family Studies Program
Early Childhood Education Diploma Program

Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998
OUTLINE EFFECTIVE DATE: January 2023
COURSE OUTLINE REVIEW DATE: September 2028

GENERAL COURSE DESCRIPTION:

ECED 208 provides students with the knowledge and skills needed to administer and supervise child care programs and related services. Emphasis is placed on budgets, licensing requirements, personnel and team management, organizational framework, and advocacy.

Program Information: This course is a core requirement of the Early Childhood Education Diploma Program

Delivery: This course is delivered online.

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature**APPROVAL SIGNATURES:**Department Head
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EDCO

Valid from: January 2023 – September 2028

Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT****Prerequisites:** Minimum 65% in either English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency Information on the College website)

Child, Youth and Family Studies Program: Early Childhood Education Certificate or a Certificate in Early Childhood Education from an accredited college.

Corequisites: None**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

 Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Chandler, K. (2019). *Administering for quality: Leading Canadian early childhood programs* (6th ed). Toronto, Ontario: Pearson Education.

Haig, J., & MacMillan, V. (2018). *Cites and sources* (5th ed). Toronto Ontario: Nelson Education Ltd.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- describe indicators of quality early childhood practices in relationship to educators' characteristics, environments, curriculum, leadership styles, and partnerships with families and communities;
 - demonstrate an understanding of the role of government in early childhood programs;
 - demonstrate an understanding of current regulatory requirements;
 - create and assess a variety of administrative policies and procedures for staff, families, and programs;
 - develop an efficient and effective system for records and reports such as: staff performance, health and safety, financial reports, and childrens' records;
 - analyze leadership styles and challenges;
 - demonstrate an understanding of the supervisor's role in supporting and enhancing staff development and employment issues;
 - demonstrate administration responsibilities in designing child care programs which utilizes past and present research and knowledge;
 - demonstrate an understanding of financial planning which includes budgets, fundraising, subsidy, marketing, recruiting, and grant opportunities; and
 - demonstrate how to establish a non-profit society and profit programs.
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COURSE TOPICS:

- The Organizational Framework
- Understanding Leadership in Early Childhood Programs
- High Quality Early Childhood – A Definition and Changing Roles of Government
- Physical Environments and Staffing – The Key to Quality

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Online Discussions	30%
Assignment #1	20%
Case Studies	<u>50%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

Note: Students who miss deadline dates postings in weekly online topic discussions receive "0" for that topic.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	< 60

ACADEMIC POLICIES:

Late Policy: Assignments received up to one week past their due date will receive a penalty of 10%. Assignments received after the first week late will not be marked and the student will receive a zero for that assignment. Weekly discussion forums must be completed in the designated week and late postings will not be marked. Note that no assignments will be accepted after the last day of the semester.

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.