

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Spring 2024

CD 2030 (EC): Administering Early Childhood Education Programs – 2 (2.5-0-0) 30
Hours for 12 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:	Amanda Young	PHONE:	N/A
OFFICE:	N/A	E-MAIL:	ayoung@nwpolytech.ca
OFFICE HOURS:	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 the first year courses or by consent of department.

REQUIRED TEXT/RESOURCE MATERIALS:

No Textbook Required.

DELIVERY MODE(S): Online through MyClass

LEARNING OUTCOMES: Upon successful completion of this course, students will be able to:

1. Explain the various roles and responsibilities of a director in a child care program.
2. Describe effective staff supervision practices and explain the importance of regularly reviewing staff performance
3. Implement strategies to provide and support on-going staff development.
4. Complete the necessary funding and budgeting processes necessary to operate a child care program.
5. 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: Your final grade for this course will be based on:

Learning Activities 40%	<ul style="list-style-type: none"> • Each unit of the learning activities is 13% of final grade to make up the 40%.
Assignments 60%	<ul style="list-style-type: none"> • Each unit assignment is worth 20% each.

Assignment details and specific instructions will be discussed on MyClass.

Assignments must be submitted in the dropbox on MyClass by 11:59 p.m. on the due date. ALL assignments and tests MUST be completed and turned in to pass the course.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit IF your grade is less than C-.

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

Grades for this course will be assigned as a percentage.

COURSE SCHEDULE/TENTATIVE TIMELINE: May 6–July 26, 2024

Unit & Dates	Learning Activities Due Dates	Assignment Due Dates
Unit 1	May 18	May 25
Unit 2	June 8	June 15
Unit 3	July 13	July 20

All work is due by 11:59pm on the dates indicated above.

STUDENT RESPONSIBILITIES:

refer to the NWP calendar regarding rights and responsibilities.

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.



Additional Information:

Learning Activities

Each unit has special tasks for you to complete. These learning activities are to be submitted to your instructor for feedback and marking. They allow your instructor to monitor your learning throughout the course and to provide you with helpful feedback. Each learning activity will be looked at by your instructor. However, only one per unit will be graded with feedback. **ALL ACTIVITIES MUST BE COMPLETED TO PASS THE COURSE.**

Learning activities will be graded out of 10 marks. The grading will be based on the following criteria:

- ❖ The depth of understanding you have demonstrated regarding the topic.
- ❖ Your ability to provide support for your claims.
- ❖ The academic quality of your work (spelling, grammar, sentence structure, presentation etc.).

A complete rubric can be found in the Course Introduction section of MyClass.

Assignments

These are an important part of your learning. Each unit assignment must be completed and submitted to your instructor for feedback and marking. All course assignments must be completed in order to receive a course mark. Your instructor has set specific deadlines for each of the assignments in this course. Late assignments will be penalized by a deduction of 2% per day up to a maximum of seven days. It is strongly recommended that you keep copies of each assignment before submitting them to your instructor. Save a copy on your computer or Google drive. 60% of your final grade for the course is based on the quality of work shown in your assignments. For a complete assignment rubric please see the appropriate unit assignment folder.

Hand in assignments via MyClass on the date indicated.

- Instructors reserve the right to make exceptions to this rule in extenuating circumstances on a case by case basis.
- 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 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.

- 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.