

FCS 534
Section:
16590

Family and Consumer Sciences
Supervision and Administration
FCS 534/Spring 2009
Instructor: Anne Gill
Office: Sequoia Hall 200 H
Telephone Number: (818) 677 – 3116
Office Hours: T – 10-12, TH – 3:30-4:15, and
Saturday - 8:15 to 8:45 (By appointment only)
E-Mail Address: anne.g.gill@csun.edu
(Hint: e-mail works best)

FCS/Main Office: Sequoia Hall 141
FCS/SQ 141/Telephone Number: (818) 677 – 3051

Course Materials:

Supplemental Materials, such as, Readings, Articles, Hand-Outs, Forms, etc. will be provided by the Instructor or on Reserve in the Oviatt Library

Course Overview

This course is designed to educate students in the key factors related to the administration and supervision role of leadership in an Early Childhood Education Care Setting. Class time will focus on interviewing, directing, hiring, staff and parenting issues and all of the areas that are related to staffing and leadership.

Instructional Methods

Classes are devoted to lecture and discussion, presentations and small group assignments. Students will have the opportunity to apply their understanding of administrative material. Students will gain a realistic understanding of directing a child care program in a professional setting. As a result of this course students are typically better prepared to assimilate staffing and leadership roles.

Course Objectives

Describe philosophical ideas and values which impact the study of human development.
Recognize similarities and differences in child care programs.
Explain the relationship between leadership roles, staffing a center and working with parents.
Analyze personal beliefs and assumptions about human development.

Course Foundation

To relate child-care and child-rearing philosophies and educational practices to their underlying theories, identifying the strengths and weaknesses inherent in such applications.
To develop strong problem solving, conflict resolution and communication skills most appropriate for a child care center setting.
To expand knowledge about individuals who are prominent in the field and their unique contributions to child development.
To gain a better understanding of assessment and its role in understanding children and the family dynamic.

Course Expectations

This course will meet for 8 consecutive Saturdays from 9:00 am to 12:30 pm in Sequoia Hall 100. Attendance is strongly suggested, especially due to the 8-week time-line. If you are unable to come, please connect with the instructor ahead of time via e-mail. Students will be responsible for course readings and assignments given throughout the 8-Week Session.

Attendance and Participation

Student attendance and participation in this course will have a strong impact on each student's grade. There are many opportunities for class interaction. Students must be present for in class group work.

Grading

Points for each assignment will be administered throughout the semester. The total number of points at the end of the semester will determine each student's grade.

Student Advisement

Your instructor will be available during office hours and for appointments as scheduled.

Late Assignments

All work is due on the dates noted on the syllabus. No assignments may be e-mailed. If necessary students can turn their assignments into the main office and it will be date and time stamped.

It is recommended that students e-mail the instructor if a student needs to be absent for any class session, assignment or exam. The instructor must be contacted prior to the missed class for any late or missed work to be considered for late points to be assigned. Contact with class instructor after a class session will result in 0 points for any missed work. Students will be responsible for course readings and assignments given throughout the semester.

Academic Dishonesty

Please read the sections on Academic Dishonesty and Student Conduct in the current schedule of classes. Students caught cheating or plagiarizing in this class on examinations or written papers may receive an "F" (fail) in this course and be reported to the Dean of Students for Disciplinary Action. This may lead to expulsion from the university.

Additional Information

Typing is required on all papers.

Papers will be marked down if grammar, spelling and basic content of a paper make it hard to read and understand.

Special Resources: Please contact the Writing Center at the Learning Resource Center for Support (Music Lawn 250, M-F by appointment only, (818) 677 – 2033.

Child and Family Study Center: 18330 Halstead Street, NW corner of campus between Etiwanda and Reseda. Phone Number – (818) 677 – 3131.

Final Notes and Reminders

This course is designed for the student who is ready for an upper division Child Care Administration course. There is a great deal of work to be done outside of class and writing proficiency is an expectation. You must be ready to read and interpret the text. Lecture time will not be spent on the text, but there to supplement your readings. If you are unable to attend class for any reason or turn in an assignment on the due date specified, the following options are available:
Leave assignment or note in the instructor's box in SQ 141. Your assignment will be time and date stamped.

Assignments may be mailed to:
California State University, Northridge
Department of Family Environmental Sciences
18111 Nordhoff Street SQ 141
Northridge, CA 91330

Attention: Anne Gill

If you have any problems or concerns regarding this class or assignments, please contact your instructor at (818) 677 – 3051 or (818) 677 – 3116. Thanks!

Course Assignments

This course will guide students through many aspects of supervision and administration. Most importantly the experience of this course is meant to help all students gain an understanding of how to apply an understanding of leadership in a child care setting. It is through these following assignments and students experience that will bring out the greatest benefit to all.

Course Points

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| Mandatory Attendance: In-Class Group Work Written and Interactive Group Assignments (dates indicated on course syllabus) | 5@10 Points 50/Total |
| Assignment 1: Understanding Leadership vs. Power Due Date: | 25 Points |
| Assignment 2: The NAEYC Code of Ethics Due Date: | 50 Points |
| Assignment 3: Curriculum/Philosophy Interaction Plan Due Date: | 75 Points |
| Assignment 4 (2 parts): Development Paper Due Date: Staff Development Presentation Presentation Dates: | 50 Points 50 Points 100/Total |
| Assignment 5: Professional Management Paper Due Date: | 100 Points |

Grading

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|---------------|---|
| 375 and Up | A |
| 350 to 374 | B |
| 325 to 349 | C |
| 300 to 324 | D |
| 299 and below | F |

| Week | Dates | Class Discussion/ Weekly Topics related to Supervision and Administration | Materials Provided/ Assignment Guidelines/ Due Dates |
|------|-------|---|---|
| 1 | | Course Orientation What is Supervision and Administration? Leadership vs. Power | Reading Assignment – Understanding Leadership and Power – reading material and follow-up assignment provided. |
| 2 | | Philosophy Perspectives/ Ethical Considerations Curriculum Perspectives In- Class Group Assignment | Reading Assignment: NAEYC Code of Ethics (handout provided) Assignment #1 Due |
| 3 | | Philosophy/Curriculum Connection to Leadership In- Class Group Assignment | Reading Assignment: Child Care Foundations and Trends- Materials Provided |
| 4 | | Leadership and Management Staff Selection/ Interviewing/ Guidelines and Procedures In- Class Group Assignment | Reading Assignment: Human Resource Issues and Strategies – Materials Provided Assignment #2 Due |
| 5 | | Management and Effective Communication Skills Staff Reviews and Professional Support In- Class Group Assignment | Reading Assignment: Professionalism and Evaluation- Materials Provided Assignment #3 Due |
| 6 | | Leadership and Management Staff Development/ Problem Solving Leadership Paper Requirements In- Class Group Assignment | Reading Assignment: Team Building – Materials Provided |
| 7 | | In – Class Student Presentations #1 | Assignment #4 Due |
| 8 | | In – Class Student Presentations #2 | Assignment #5 Due |