Florida Gateway College

Spring (B12) 2020

Operating Early Childhood Facility

Course Number EEC 2002-3I1 (online)

Date January 27 – April 27, 2020

Professor Tara Lynne Orlowski, M.Ed. – Teacher Preparation Programs

Academic Programs

(850) 765-6494 (Home) / (850) 644-1402 (Work)

Please call between the hours of 9:00 AM and 9:00 PM. If you get my voicemail, please leave a message.

[tara.orlowski@fgc.edu](mailto:tara.orlowski@fgc.edu)

Office Hours: Thursday 4:00-6:00 pm

Office: Off Campus

**PREREQUISITES:** None

**COURSE DESCRIPTION:** This course provides a study of the facilities, equipment, & program planning, using educational objectives and lesson plans in an early childhood setting. Includes an overview of exceptional children. This course is an approved DCF "Overview of Child Care Management" course. (3 credits)

**STATE STANDARDS:** The student will be able to:

1. Standard 22: Demonstrate knowledge of early childhood education programming and management.
2. Standard 23: Demonstrate skills in managing the financial aspects of a child care facility.
3. Standard 24: Demonstrate leadership and organizational skills.
4. Standard 25: Demonstrate knowledge of appropriate methods of guidance and program management.
5. Standard 26: Develop and maintain systems for monitoring practices related to health, safety, and nutrition.
6. Standard 27: Develop and implement policies that promote alliances with families and collaboration among programs, families, and community resources.

**TEXTBOOK AND REQUIRED MATERIALS:**

Freeman, N. K., Decker, C. A., & Decker, J. R. (2017). *Planning and administering early childhood programs* (11th ed.). Boston: Pearson. (ISBN-13: 978-0-13-402731-9)

*Please note: you may use an earlier edition of this textbook; however, it is your responsibility to ensure you are reading the correct topic area.*

**ASSIGNMENTS (ALL DUE BY 11:55 PM ON FRIDAY EACH WEEK):** As an early childhood director, you are required to communicate effectively with children, parents, staff, potential staff, board members, early childhood professionals, community partners, and governmental agencies. It is imperative that your communication is professional at all times. In this class, you must use correct grammar to receive full credit for assignments; this includes punctuation, spelling, and writing in complete sentences. \*\*\* This work represents you as a professional. Your scores will suffer for poorly written work\*\*\*

It is important to review all of the assignments early in the semester so you can adequately budget your time. Late assignments will not be accepted due to poor planning. You may submit assignments early. All assignments and discussions are available to you on the first day of class; however, I do not grade assignments until after the due date.

Graded assignments and projects are due **NO LATER THAN 11:55 PM** on the date due (which is the Friday of each week). Grades are updated through Canvas. No grade of incomplete will be given for this course without sound reason and documented evidence. **NO LATE ASSIGNMENTS WILL BE ACCEPTED WITHOUT PRIOR PERMISSION FROM THE PROFESSOR**. If an emergency occurs, you must notify the professor as soon as possible.

All course work is posted in weekly modules in Canvas. You may do those assignments in any order.

You will have discussions throughout the semester. You must:

* First, write an initial post to the assigned topic under the appropriate board by **Wednesday, 11:55 pm**. You will not be able to respond to classmates until you have posted your original posting. This is important because of the collaborative nature of discussions.
* Then, post **at least 3** peer responses by Friday, 11:55 pm. Respond to classmates who have fewer than 2 responses already, so that everyone gets responses.
* Your initial post must be thoughtful and relevant to the assigned topic and should be a minimum of 100 words: post to peers should be a minimum of 50 words. The responses to peers should be topic relevant and/or ask questions for clarification. The purpose of the Discussion Board is to share your knowledge and help expand other people’s thinking.
* Your initial post is due earlier than responses so everyone has a chance to read and think about what has been written. If everyone waits until Friday night to write the initial post, no one will have time to respond.
* **Late original posts are not accepted** (i.e. original posts if posted after Wednesday will receive 0 points)

You will have a number of assignments, surveys, and/or exams throughout the semester. These assignments require you to use your knowledge or gain knowledge about your role as a director. Your responses must be in complete sentences, using correct grammar and spelling. Review the assignments early to plan your time wisely; some will be short reflections while others will require more work.

You can either type your answers directly into the assignment or attach a document to the assignment. In order for me to view your work, it will need to be created in Microsoft Office Word 2000 or later. If you do not own this software, you can submit files in either .txt or .rtf formats. You also could use the computer labs on the college campus to access this software.

**POINT SYSTEM:**

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| Syllabus Exam | 20 points | 4% |
| Discussions | 70 points | 14% |
| Assignments (range: 10-30 points) | 310 points | 62% |
| Exams (4) | 100 points | 20% |
| **Total Possible** | **500 points** | **100%** |

**GRADING SCALE:**

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| --- | --- | --- |
| Grade | Percentage (%) | Point Total |
| A | 90 – 100 | 450 – 500 |
| B+ | 87 – 89.9 | 435 – 449.9 |
| B | 80 – 86.9 | 400 – 434.9 |
| C+ | 77 – 79.9 | 385 – 399.9 |
| C | 70 – 76.9 | 350 – 384.9 |
| D+ | 67 – 69.9 | 335 – 349.9 |
| D | 60 – 66.9 | 300 – 334.9 |
| F | ≤ 59.9 | 0 – 299.9 |

**COURSE POLICIES:**

* ATTENDANCE
  + You must complete and submit the Syllabus Quiz within the first three (3) days of class. Completing the Syllabus Quiz indicates you have received and read the syllabus, have accepted the requirements of this course, and intend to continue enrollment. Students who do not take the Syllabus Quiz will be considered non-participating, which may result in being dropped from the course or receiving a grade of “F”.
  + **NO ASSIGNMENTS WILL BE SCORED IF YOU HAVE NOT COMPLETED THE SYLLABUS QUIZ**
  + This course is entirely online. **It is your responsibility to have regular access to the Internet and a reliable working computer in order to be successful in this course.**
* EMAIL
  + It is your responsibility to communicate with me if something is confusing or unclear. If there are no questions, I will assume that there are no issues. It is always better to ask.
  + Email is the best way to communicate with me. Emails received between 9:00 pm and 9:00 am will not be answered until after 9:00 am the next day. Please note that it may take up to 24 hours for me to respond.
  + If I email you with a question, I expect a response within 24 hours. It is your responsibility to let me know if you are going to be out of contact for an extended period of time. Special consideration will be given for weather related events that may disrupt communications. Not communicating with me may result in loss of points due to non-participation/ unprofessional behavior.
  + Emails regarding coursework need to be sent through Canvas email. Do not send emails from your personal address. Any emails you receive from the college or your advisor will be sent to your Wolves email; therefore, you need to check both daily. If you have trouble accessing either account, contact the Technology Help Desk at (386) 754-4408. The Help Desk is available Monday – Thursday, 8:00 am – 8:30 pm and Friday, 9:00 am – 4:30 pm.
  + All communication with classmates and myself must be civil and respectable. I welcome questions and feedback but will not tolerate disrespectful or derogatory comments. I reserve the right to deduct professionalism points for any and all occurrences of unprofessional behavior or communication. Additionally, if the behavior continues, formal disciplinary action may result.
* COURSEWORK
  + This course is entirely online. Therefore, it is your responsibility to schedule study and work time. You can expect to spend an average of 8-12 hours per week on coursework for each course you are taking.
  + Again, because the course is entirely online, you need a reliable computer and Internet connection. There are many features of Canvas that will not be supported by a phone or a tablet. It is advised that you do not wait until the due date to work on assignments, just in case your computer, Wi-Fi, Internet, or other technology fails to cooperate. Starting early gives you time to find alternate means of completing assignments.
  + Unless otherwise stated, all assignments must be typed and submitted through Canvas. **Assignments submitted via email will not be accepted.**
  + Standard spelling and grammar are expected on all assignments. While I am a bit more lenient with discussion boards, I do take off points for spelling and grammar. If this is not one of your strong suits, please use a word processing program that has a grammar check (Microsoft Word has it built in, but it sometimes needs to be turned on) or getting a subscription to a grammar checker (i.e., Grammarly). Another idea is to have someone else proofread your papers.
  + Plagiarism will not be tolerated. You must submit original work. You are expected to include information from your reading and outside resources; therefore, you will need to give these sources credit. Additional information can be found in the Academic Honesty section of this syllabus.

**SCHEDULE OF CLASS EVENTS: It is important to keep in mind that you are completing a 3-credit course in a mini-mester. This means that you should expect to spend approximately 8-12 hours per week completing readings and assignments.**

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| Week | Weekly TopicAll readings and assignments can be found in the online course - Click on the folder for the week | Due Date |
| **\*\*\*Please note\*\*\* For initial discussion posts, the due date is Wednesday for each week**  **We will be reading the textbook out of order – make sure you pay attention to the chapters** | | |
| **Week 1:**  **Jan 27 – 31** | **The course topics for this week are:**   * Syllabus * Course Introduction   **Your weekly reading is:**   * Course Syllabus   **Your assignments are:**   * Exam: Syllabus Exam (20 points)   + NOTE: You must score a 70% or higher on the syllabus exam before the course assignments, discussion boards, and exams will be released.   *I recommend that you begin on the Week 2 assignments once you pass your syllabus quiz.* | Jan 31 |
| **Week 2:**  **Feb 1 – 7**  **\*These assignments are not released until you complete your Syllabus Quiz.** | **The course topic for this week is:**   * Overview of Child Care Management * Contributing to the Profession   **Your weekly readings are:**   * Read Chapters 1 & 13 * Article: Are You a Well Rounded Leader?   **Your assignments are:**   * Discussion: Welcome (10 points) * Assignment: Child Care Training Transcript (10 points) * Assignment: Are You a Well Rounded Leader? (10 points) * Assignment: Skills of an Effective Director (10 points) | Feb 7 |
| **Week 3:**  **Feb 8 – 14** | **The course topic for this week is:**   * Program Philosophy and Mission   **Your weekly reading is:**   * Chapter 2   **Your assignments are:**   * Assignment: Professional Organization (10 points) * Assignment: What Do You Believe About Early Childhood Education? (10 points) * Assignment: Program Philosophy (20 points) * Assignment: NAEYC Code of Ethical Conduct (10 points) | Feb 14 |

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| Week | Weekly TopicAll readings and assignments can be found in the online course - Click on the folder for the week | Due Date |
| **Week 4:**  **Feb 15 – 21** | **The course topic for this week is:**   * Child Care Regulations, Accreditation, and Other Standards   **Your weekly reading is:**   * Chapter 3   **Your assignments are:**   * Discussion: Need for Child Care Facilities (10 points) * Assignment: Scavenger Hunt (20 points) * Assignment: Gold Seal Information (10 points) * Exam: #1 (Chapters 1-3, 13) (25 points) | Feb 21 |
| **Week 5:**  **Feb 22 – 28** | **The course topic for this week is:**   * Policies and Procedures   **Your weekly reading is:**   * Chapter 4   **Your assignments are:**   * Assignment: What Would You Do? (10 points) * Discussion: Employee Handbook (10 points) * Discussion: Staff Issues (10 points) | Feb 28 |
| **Week 6:**  **Feb 29 – Mar 6** | **The course topic for this week is:**   * Managing Personnel   **Your weekly reading is:**   * Chapter 5   **Your assignments are:**   * Assignment: Job Description (20 points) * Assignment: Staff Evaluation Tool (10 points) * Assignment: Employment Advertisement (10 points) | Mar 6 |
| **Week 7:**  **Mar 7 – 13** | **The course topic for this week is:**   * Fiscal Management   **Your weekly reading is:**   * Chapter 7   **Your assignments are:**   * Assignment: Creating a Budget (20 points) * Discussion: Balance the Budget (10 points) * Exam: #2 (Chapters 4-5, 7) (25 points) | Mar 13 |
| **Mar 14 – 20** | **Spring Break** | N/A |

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| Week | Weekly TopicAll readings and assignments can be found in the online course - Click on the folder for the week | Due Date |
| **Week 8:**  **Mar 21 –27** | **The course topic for this week is:**   * Managing Health and Safety Issues * Creating Quality Learning Environments   **Your weekly readings are:**   * Read Chapters 6 & 10   **Your assignments are:**   * Assignment: Director Interview (30 points) * Assignment: USDA Food Program (10 points) * Assignment: Website Review (20 points) | Mar 27 |
| **Week 9:**  **Mar 28 – Apr 3** | **The course topic for this week is:**   * Teaching and Learning in the Children’s Program * Child Assessment   **Your weekly readings are:**   * Chapters 9 & 11   **Your assignments are:**   * Discussion: Educational Standards (10 points) * Assignment: Screening Instruments for Children (10 points) * Exam: #3 (Chapters 6, 9-11) (25 points) | Apr 3 |
| **Week 10:**  **Apr 4 – 10** | **The course topic for this week is:**   * Marketing   **Your weekly reading is:**   * Chapter 8 * Article: Dealing with Negative Publicity   **Your assignments are:**   * Assignment: Marketing Your Program (30 points) * Assignment: Dealing with the Press (10 points) | Apr 10 |
| **Week 11:**  **Apr 11 – 17** | **The course topic for this week is:**   * Working with Families and Communities   **Your weekly readings are:**   * Chapter 12   **Your assignments are:**   * Discussion: Parent Handbook (10 points) * Assignment: Community Resources (10 points) * Assignment: Enrollment Advertisement (10 points) | Apr 17 |

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| Week | Weekly TopicAll readings and assignments can be found in Blackboard under “Assignments” - Click on the folder for the week | Due Date |
| **Final:**  **Apr 18 – 24** | **The course topic for this week is:**   * Reflection   **Your weekly reading is:**   * None   **Your assignment is:**   * Exam: #4 (Chapters 1 – 13) (25 points) | Apr 24 |

**THE STUDENT SUCCESS CENTER (SSC):**

The Student Success Center is located in Building 59. SSC offers a variety of resources for students and faculty.  The Success Center has over 60 computers with Internet and limited free printing for students.  Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC.  Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available.  Please stop by Building 59 for the current tutor schedule.  The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a tutor on particular competencies and to focus on strengthening their foundational skills.  Proctored tests are available in the SSC by professor approval only.  SSC offers a PERT preparation Boot Camp for students to strengthen their skills with a personalized study plan.  If you have any questions please call (386) 754-4479 or 754-4413, or email [sandi.tomlinson@fgc.edu](mailto:sandi.tomlinson@fgc.edu).

SSC also provides 24-hour online tutor services through Tutor.com.  This service is accessed directly through students’ Canvas courses. Online tutoring is limited to five (5) hours per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the Student Success Center by email: [robert.dawsonjr@fgc.edu](mailto:robert.dawsonjr@fgc.edu). Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the Student Success Center offering coaching to enhance, navigate, and simplify the college experience.  Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

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| Monday – Thursday | 8:00 am to 6:00 pm (All year) |
| Friday | 9:00 am to 4:30 pm (Fall/Spring) |
| Saturday | 10:00 am to 2:00 pm (Fall/Spring) |

If you have any questions, you may contact the center by phone at (386) 754-4437, 754-4305, or 754-4307, or by email at [robert.dawsonjr@fgc.edu](mailto:robert.dawsonjr@fgc.edu).

**GRADESFIRST:**

The Office of Academic Advising, located in Building 14, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide professors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in in a specific course. If you receive this email, DO NOT PANIC. Please contact your professor directly, your Academic Advisor, and the Student Success Center. Your professor’s information is provided in the email.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the Student Success Center is to help encourage and promote your educational journey here at FGC and beyond.

**RESOURCE INFORMATION:**

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health.**If you would like to speak to a Counselor over the phone, please call **(800) 878-5470**.  It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources please contact the Director of Student Life, Building 7.

**ACADEMIC APPEAL; GRIEVANCES; GENERAL COMPLAINT:**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college’s website ([www.fgc.edu](http://www.fgc.edu)) for more information. Under Student Resources and Student Complaints/Appeals, information regarding policy, procedure, and forms related to these topics is provided.

**COLLEGE COURSE WITHDRAWAL AND DROP PROCESS:**

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see [Academic Calendar](https://www.fgc.edu/students/academic-resources/academic-calendar/)). Students, who have not been identified by their professor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your professor. The professor should sign the form and fill in the last date of attendance.
2. The student must then meet with Dr. Cuthbertson, the Early Childhood Education advisor, who will sign the form.
3. Submit the form to the Director of Financial Aid or one of the Director’s designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course.

Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the professor’s authorization and last date of attendance via email.
2. Email Dr. Cuthbertson a statement requesting a withdrawal from the course and include the professor’s email with the last date of attendance.
3. Dr. Cuthbertson will complete a withdrawal form, attach the emails from the student and professor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student’s responsibility to ensure that the required documents are submitted to the advisor prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her professor.

**Critical Dates Spring (B12) 2020:**

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| --- | --- |
| Spring Semester Begins | January 27, 2020 |
| Add/Drop Ends | January 29, 2020 |
| Last Day for Student Initiated Withdrawal | April 6, 2020 |
| Last Day of Class before Finals | April 20, 2020 |
| Final Exams | April 21-27, 2020 |

**ACADEMIC HONESTY:**

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

**Plagiarism:** For each of the assignments listed in the Learning Activities section of this syllabus, plagiarism is very important to understand. All work should be your own. If you use another person’s thoughts, ideas, or words you must give credit to the author. A link to the Florida Gateway College website regarding plagiarism is provided – <https://www.fgc.edu/students/library/research/>. Here you can watch an informational video.

Plagiarism Definition: A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:

•Quoting oral or written materials including but not limited to those found on the Internet, whether published or unpublished, without proper attribution

•Submitting a document or assignment, which in whole or in part is identical or substantially identical to a document or assignment not authorized by the student

•Unauthorized use of materials or resources

•Prohibited collaboration or consultation

•Submission of paper or academic work purchased or obtained from an outside source

**EQUITY AND DIVERSITY:**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [sharon.best@fgc.edu](mailto:sharon.best@fgc.edu) or (386) 754-4313.

**DIVERSITY STATEMENT:**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent each semester to their professors. Upon receipt of the letter, the professor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 14, Room 102

Phone: (386) 754-4393

Email: [disability.services@fgc.edu](mailto:disability.services@fgc.edu)

**FERPA STATEMENT:**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 15, or on the college website.

**SACSCOC STATEMENT:**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College.