

**GRANDE PRAIRIE REGIONAL COLLEGE
HUMAN SERVICES DEPARTMENT**

**COURSE SYLLABUS
CD2370 ADMINISTERING HUMAN SERVICES PROGRAMS**

DATES: Winter, 2004 January 6, 2004 to February 26, 2004

HOURS: 30

CREDITS: 2

LOCATION: H135

CLASS TIMES: Tuesdays 10:00 to 11:50 and Thursdays 8:30 to 10:20

INSTRUCTOR: Jane Friesen, ECE Diploma, BA, M.DEd.

OFFICE: H210

OFFICE HOURS: TBA

PHONE/E-MAIL: 539-2041 (office)/ friesen@gprc.ab.ca

COURSE DESCRIPTION:

This course examines the role of the administrator in an early childhood programme. Students will study effective staff supervision models and techniques for evaluating and motivating staff. Students will learn about funding available through all levels of government, as well as service organizations in the private sector. The budgeting process, advertising and marketing strategies will be explored.

PREREQUISITES: Successful completion of first year or consent of department.

REQUIRED TEXT: Course shrink pack
A good quality (preferably Canadian) dictionary

CLASS FORMAT: Classes will be comprised of lecture, independent and small group tasks, class discussion, field trips and professional development activities.

ATTENDANCE REQUIREMENTS: Attendance in this course is important as a significant amount of the course content is covered through in-class tasks and discussions. Students are encouraged to regularly attend classes.

COURSE OBJECTIVES:

1. The learner will gain an understanding of the role of the administrator in an early childhood program.
2. The learner will become familiar with effective staff supervision practices and recognize the importance of regularly reviewing staff performance.
3. The learner will develop strategies to provide and support on-going staff development.
4. The learner will be familiar with the funding and budget process involved in the operation of a day care facility.
5. The learner will gain an understanding of marketing and advertising strategies.

GRADING POLICIES:

1. The following alpha grade 4 point is used to determine the final course grade:

A+	4.0	90 – 100%
A	4.0	85 – 89%
A-	3.7	80 – 84%
B+	3.3	76 – 79%
B	3.0	73 – 75%
B-	2.7	70 – 72%
C+	2.3	67 – 69%
C	2.0	64 – 66%
C-	1.7	60 – 63%
D+	1.3	55 – 59%
D	1.0	50 – 54%
F	0.0	0 – 49%

2. Assignments are worth 100% of the student's total grade as follows:

Assignment I	Annotated Resource Entry	10%
Assignment II	In-class Assignment	30%
Assignment III	Project or Paper	30%
Assignment IV	In-class Assignment	30%

Specific grading criteria for each assignment is supplied in the Course Assignment Package.

3. Due Dates:

Due dates are specified in the course schedule. Assignments I and III must be submitted no later than 4:30 p.m. on the assigned due date. Assignment I will not be accepted late. Assignment III will be docked 1% for each day it is late. The late penalties include weekends and holidays. The assignment will receive a grade of 0% if not received by 4:30 p.m. on the 14th day after the due date.

Assignments II and IV (in-class assignments) must be completed on the scheduled date during class hours unless **unique** circumstances prevent this. Verification of circumstances (e.g. medical note) may be required.

4. Assignment Standards:

The student is required to be familiar with and actively apply the guidelines for assignments as outlined in the ECD Department student manual. The instructor has the right to require typewritten submissions completed on a word processor equipped with a spell check. Good drafts of Assignment III received at least 3 days prior to the due date (excluding weekends) will be reviewed for recommendations to enhance the grade. **These submission must be clearly marked “DRAFT” otherwise they will be considered as the formal submission for the assignment.** The instructor will not accept responsible for any errors missed in reviews of draft assignments.

CLASS CONDUCT:

It is the right of the student and of the instructor to a favorable learning/teaching environment. The student must be familiar with the course syllabus, the ECD Department student manual, and student rights and responsibilities found in the college calendar. It is the responsibility of the student and of the instructor to engage in appropriate adult behaviour that positively supports learning. This includes, but is not limited to, treating others with dignity and being punctual.

COURSE SCHEDULE:

The following course schedule is tentative and subject to revision:

DATE	TOPIC	READING(S)	ASSIGNMENT
January 6	Course Overview		
January 8	Roles and Responsibilities of the Administrator	Growing Pains; Spring the Procrastination Trap	Assignment I due

January 13	Roles and Responsibilities (cont.); Effective Staff Supervision Practices	Orientating New Employees; Bite Your Tongue; Managing the Marginal Performer	
January 15	Tour of AADAC		
January 20	Effective Staff Supervision Practices; Employment Standards Workshop	The Director's Role in Staff Development	
January 22	Performance Review Models		
January 27	Staff Development	Financial Management in Early Childhood Program Reading a Financial Statement	
January 29		Read one only of articles * below	Assignment II (In-Class)
February 3	Funding and Budgeting		
February 5	Funding and Budgeting		
February 10	Marketing and Advertising		Assignment III due
February 12	Marketing and Advertising		
February 24	Open		
February 26	In-Class Assignment II		Assignment IV (In-Class)

- * Marketing Strategies That Work in Child Care
- * Tips for Success in Marketing Your Child Care Program
- * How to Stimulate Word of Mouth
- * Courting the Media with Special Events