



## COURSE OBJECTIVES:

- The learner will articulate the role of the administrator in an early childhood program.
- The learner will identify effective staff supervision practices and recognize the importance of regularly reviewing staff performance.
- The learner will develop strategies to provide and support on-going staff development.
- The learner will demonstrate the funding and budget process involved in the operation of a childcare program.
- The learner will describe effective marketing and advertising strategies.

**LEARNING OUTCOMES:** Upon successful completion of this course, the student will be able to:

- Explain the various roles and responsibilities of a director in a childcare program.
- Describe effective staff supervision practices and explain the importance of regularly reviewing staff performance.
- Implement strategies to provide and support on-going staff development.
- Complete the necessary funding and budgeting processes necessary to operate a childcare program.
- 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.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:

25%	In Class Assignments	25%
25%	Assignment Unit One	25%
25%	Assignment Unit Two	25%
25%	Assignment Unit Three	25%

Assignment details and specific instructions will be discussed in class and provided on MyClass. Assignments must be submitted in the dropbox on MyClass by the date and time indicated. **ALL** assignments and tests **MUST** be completed and turned in to pass the course.

Unless arrangements have been made with the instructor prior to the due date, late assignments will be docked 2% per day. If the assignment is not received within 10 days of the due date, a grade of 0 will be given.

**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	90-100	C+	2.3	67-69
A	4.0	85-89	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

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

	DATE	TOPIC / DUE DATES
1	January 5	<b>Unit 1</b> Course Intro & Welcome
2	January 10	What Makes a Good Leader?
3	January 12	Effective Management Practices
4	January 17	<b>Unit 2</b> Staff Recruitment and Selection <b>Assignment #1 Due</b>
5	January 19	Motivating Staff
6	January 24	Supervisory and Evaluation Practices
7	January 26	Flex Class
8	January 31	Employment and Labour Standards
9	February 2	<b>Unit 3</b> Funding and Budgeting <b>Assignment #2 Due</b>
10	February 7	Fundraising and Marketing
11	February 9	Flex Class
12	February 14	Fundraising and Marketing
13	February 16	Wrap Up <b>Assignment #3 Due</b>

## **STUDENT RESPONSIBILITIES:**

Northwestern Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and responsibilities.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

\*\*Note: all Academic and Administrative policies are available on the same page.

## **DEPARTMENT OF EDUCATION EXPECTATIONS FOR STUDENT LEARNING**

It is the right of the student and of the instructor to a favorable learning/teaching environment. It is the responsibility of the student and the instructor to engage in appropriate adult behaviors that positively support learning. This includes treating others with dignity and respect and following the expectations outlined below.

### **CLASSROOM**

#### **Regular, PUNCTUAL attendance for classes**

- Learning from other students' notes or from MyClass is not optimal.
- If you are late to a class, you miss important information about assignments, homework and quizzes. It is also disruptive to other students' learning
- If you miss a class, refer to MyClass or check in with another student.

#### **Turn off cell phones and close other tabs/applications on your device**

- Studies indicate that cell phones not only interfere with your learning, but also the students around you.

### **QUIZZES/EXAMS**

#### **Write quizzes on the date and time they are scheduled.**

- If an emergency arises that causes you to be unable to write the quiz, please call or email your instructor to leave a message **BEFORE** the exam begins.

### **ASSIGNMENTS**

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.

### **OUTSIDE OF CLASS**

Complete assigned readings and assignments, regularly review material, check MyClass frequently.