



The University of Southern Queensland

## Course specification

<b>Description: Administration in Early Childhood</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
ECE	4010	44677	2, 2005	ONC	1.00	Wide Bay

<b>Academic group:</b>	FOEDU
<b>Academic org:</b>	FOE004
<b>Student contribution band:</b>	National Priority Teaching
<b>ASCED code:</b>	070101

### STAFFING

Examiner: Paddy Nicholls

Moderator: Alice Brown

### REQUISITES

Pre-requisite: Students must be enrolled in one of the following Programs: BECS or BEEC or BEEG or BECH.

### RATIONALE

Early childhood professionals working in dynamic and diverse environments require an understanding of leadership and management theory in order to develop effective practices in the operation of specific settings eg primary school, preschool, kindergarten, child care centre, outside school hours care and integrated services. These practices will be influenced by the educators understanding of socio-cultural and socio-political influences affecting the provision of early childhood services.

### SYNOPSIS

This course will introduce students to important aspects of the administration of early childhood settings including leadership and management strategies; the value and importance of personal professional reflection; collaboration and partnerships with families, the community and the profession; and the role of and support provided by support services and government agencies. **IMPORTANT NOTE:** Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland\*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. **DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'**. For further information: <http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html> \*If you are

undertaking practical experience outside the State of Queensland, Australia you should check local requirements.

## **OBJECTIVES**

On completion of this course students will be able to:

1. explain the cultural, social, economic and political influences on the provision of early childhood services
2. demonstrate effective interpersonal communication skills.
3. understand organisational systems and structures that support appropriate and ethical management of diverse education and care settings
4. identify and apply effective management strategies for the successful operation of diverse early childhood settings
5. identify effective strategies including critical analysis for the development and implementation of policies and documentation
6. demonstrate professional self confidence and know when and where to seek personal and professional support and advice

## **TOPICS**

	Description	Weighting (%)
1.	Family interaction	15.00
2.	Communication Skills	20.00
3.	Personnel Management	20.00
4.	Management and administration skills	25.00
5.	Working with professional bodies, community agencies and governments	20.00

## **TEXT and MATERIALS required to be PURCHASED or ACCESSED**

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Taylor, BJ 2002, *Early childhood program management: people and procedures*, 4th edn, Merrill/Prentice Hall, Upper Saddle River, New Jersey.

## **REFERENCE MATERIALS**

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

1998, *The art of leadership: managing early childhood organisations*, Child Care Information Exchange, Redmond, Washington.

Barbour, C & Barbour, NH 2001, *Families, schools and communities: building partnerships for educating children*, 2nd edn, Merrill Prentice Hall, Upper Saddle River, New Jersey.

- Barry, K 1997, *Team processes*, QCOSS, Brisbane.
- Click, P 2000, *Administration of schools for young children*, 5th edn, Delmar, Albany.
- Decker, C & Decker, J 2001, *Planning and administering early childhood programs*, 7th edn, Prentice Hall, Upper Saddle River, New Jersey.
- Genus, A 1998, *The management of change: perspectives and practice*, International Thomson Business Press, London.
- Jensen, MA & Hannibal, MA 2000, *Issues, advocacy and leadership in early education*, 2nd edn, Allyn & Bacon, Needham Heights, MA.
- Jones Shoemaker, CC 1999, *Leadership and management of programs for young children*, 2nd edn, Merrill, Upper Saddle River, New Jersey.
- Rodd, J 1998, *Leadership in early childhood*, 2nd edn, Allen & Unwin, Frenchs Forest, NSW.
- Sciarra, D & Dorsey, A 1998, *Developing and administering a child care centre*, 4th edn, Delmar Publishers, Albany.
- Short, P 2002, *Leadership in empowered schools: themes from innovative efforts*, 2nd edn, Merrill, Upper Saddle River, New Jersey.
- Smith, A 1999, *Managing staff in early years settings*, Routledge, London.
- Wright, Springate, K & Stegelin, DA 1999, *Building school and community partnerships through parent involvement*, Merrill, Upper Saddle River, NJ.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	40.00
Directed Study	45.00
Private Study	80.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSIGNMENT 1	50.00	50.00	19 Jul 2005 (see note 1)
ASSIGNMENT 2	50.00	50.00	19 Jul 2005

### NOTES

1. The examiner will advise the due dates for all assessment items.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:

To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval then a penalty of 10% of the total marks available for the assignment will apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least 50% of the aggregated available marks for the class.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
There will be no Deferred or Supplementary examinations in this course.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

- 1 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner.
- 2 Students must retain a copy of each item submitted for assessment. This must be produced within twenty-four (24) hours of receipt of request being made by the examiner. The student must retain this copy until the grade for this course has been finalised.
- 3 In accordance with the University's assignment extension policy (Regulation 5.6.1), the examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 4 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media. The Faculty will NOT accept submission of assignments by facsimile. Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements.
- 5 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.
- 6 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate

supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete - Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

- 7 When there is more than one marker for a single item of assessment, the distributed patterns and means for the different markers will be compared and marks adjusted if necessary.
- 8 Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.
- 9 All assessment items must be submitted with a pass overall gained.
- 10 Summative assessment items will receive a numerical score. Any ungraded assessment requirement will receive a Pass, Fail or Incomplete.

## **OTHER REQUIREMENTS**

- 1 Students will require access to e-mail and internet access to USQConnect for this course.
  - 2 Students are to use a recognised referencing system as specified by the examiner.
  - 3 **IMPORTANT NOTE: Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland\*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'. For further information:**  
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