



Director's Training Online Course Procedures
Effective Planning and Administering of Programs for Young Children
Facilitated by Althea Penn DT-BFTS-11

This training is approved for early childhood educators pursuant to the University of Georgia's contract and Bright from the Start: Georgia Department of Early Care and Learning. It fulfills the forty hour training requirement for Program Administrators of Early Care and Education and School-Age Care Programs and meets the Competency Goals and Indicators set forth in Rules and Regulations for Day Care Centers 290-2-2-09.

Course procedures:

It is recommended that students have good basic academic skills or enroll in basic skills courses to work on improving their reading, writing, and math skills. Students should be confident about computer (Microsoft Office: Word and Powerpoint, accessing Adobe PDF files) and study skills. Students will need access to a computer, email, and the Internet for forty hours. All assignments are submitted online. Internet access through a JavaScript enabled web browser (i.e. Mozilla Firefox 3.0 or higher, etc.) is necessary.

Class Attendance: Students must document 40 clock hours of formal child care administrative education, in the 15 subject matter areas. In order to receive a certificate of completion students must complete all assignments. There are no makeup assignments. The course is self-paced and all assignments are due within six weeks of admission to class.

Withdrawals: A student may withdraw her/himself at any time, however, the registration fee is nonrefundable and nontransferable. Child development instructors may choose to withdraw a student if the student does not meet the course requirements. Students are urged to consult with their instructor or an advisor before making schedule changes.

Incompletes: An incomplete means that there are extenuating circumstances which have prevented you from completing the class within the indicated time-frame. *An "I" will be given upon the request of the student only if at least 50% of course work has been completed in a satisfactory manner.* You will then have a limited amount of time to complete the course requirements. An automatic F results when the course is not completed as agreed upon.

Professional behavior: in all respects is expected. You are in a professional training program designed to train you to become a top professional in the field. Courtesy and respect should be shown toward colleagues and the instructor. In this class students are expected to use proper web course Netiquette (a word that is a combination of *Internet* and *etiquette*). This means that the students in this class will be courteous and use common sense while posting or emailing assignments or projects. If a student violates the netiquette code, he/she may be removed from the class.

The following web etiquette procedures apply for all students:

1. Submit your own work (postings, attachments, assignments). Plagiarism will not be tolerated and will result in a failing grade. You may not submit another program's handbooks, brochures, or business plan.
2. Avoid typing in all caps. In this class, typing in caps means that you're screaming or shouting.
3. Avoid inserting pictures or colors to your postings or attachments unless the professor requires it. This increases the size of the file, and it is too difficult for some students to open large files.
4. All assignments are submitted in Edmodo. Many assignments are submitted as Microsoft Word Documents in APA style with a title page and appropriate header and reference/bibliography page.

To submit work as a comment:

- Find the assignment on Edmodo (either scroll down or click on the Assignments tab). Click "Turn In" and type your answer in the comment box.
- Click "submit" or turn in. DO NOT CLICK REPLY.

How do I submit a Word document?

- Create your work. Save as a Word file first, so you can edit it if necessary.

- Click “save as”
 - Name it. Save it.
 - Find the assignment on Edmodo (either scroll down or click on the Assignments tab).
 - Click “Turn In”
 - Click “file”
 - Navigate to the file on your harddrive. Select it.
 - Write a comment only when necessary
 - Click “submit”
5. Read the assignments and ensure your comment answers all questions entirely. **Check your spelling and grammar before posting comments.**
 6. Check emails **often** for updates, changes and clarifications.
 7. Complete all assignments **within six weeks.**
 8. Complete all assignments regardless of computer problems.

Work Standards: Any work not turned in or presented within six weeks of class start date will not be accepted. Any written work must be typed in at least a 12 point font, proofread [spelling and word usage errors will negatively affect the project grade] double-spaced, well-written, and neat. All work is expected on the specified date and time. **Sources must be cited in all assignments using the APA (American Psychological Association) style. Please refer to the Purdue Online Writing Laboratory for further information.** <http://owl.english.purdue.edu/owl/resource/560/01/>

Disability statement: Penn consulting is committed to the equal and excellent education of all students including students with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, “otherwise qualified” students with disabilities are protected from discrimination and may be entitled to certain reasonable accommodations intended to ensure equal access to higher education. All students requiring accommodations must provide appropriate documentation of their disability that supports the need for the requested accommodations. Students requiring accommodations for a disability should inform the instructor at the close of the first day of class or as soon as possible.

Student Assessment: Students are assessed using the following methods: Competency based practical applications:

- Writing a business plan
- Conducting a feasibility study
- Preparing a one year budget (optimal year 1, 3, and 5)
- Designing a parent and personnel handbook
- Writing a job description
- Writing a job announcement
- Diagramming an organizational chart
- Downloading required Department of Labor Posters (minimum wage, OSHA, unemployment insurance, etc.)
- Planning Daily Class Schedules
- Planning one week of menus

- Open-ended essay discussion questions
- Student activity and/or observations with written feedback

Honor Policy: Academic integrity is maintained through the Honor System. The Honor System imposes on each student the responsibility for his or her own honest deportment and assumes the corollary responsibility that each one will report any violations of the Honor Code about which he or she has information.

Academic dishonesty includes the following examples, as well as similar conduct aimed at making false representation with respect to academic performance:

1. Cheating on an examination.
2. Collaborating with others in work to be presented, all work must be completed by the student.
3. **Plagiarizing, including the submission of others' ideas or papers, whether purchased, borrowed, or otherwise obtained, as one's own. When direct quotations are used in themes, essays, documents, and other similar work, they must be acknowledged according to the APA style of documentation. This does not include templates or sample policies provided by the instructor.** Please do not copy and paste from websites when you are asked to answer a question.

4. Stealing examination or course materials.
5. Falsifying records, laboratory results, or other data.
6. Submitting, if contrary to the rules of a course, work previously presented in another course.
7. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed. **Any suspected infraction of the above Honor Code may result in dismissal from the training program.**

Required Text: Students may order and/or download the accompanying Director's Training manual at <http://alheapenn.trpod.com>.

Certificates are awarded when all course requirements are complete and full payment has cleared the bank.

Procedures

1. A professional support system is in place to ensure teacher success in delivering the online course and students have access to training and /or information to assist them in navigating the online environment as well as access to technical assistance via www.edmodo.com. The Edmodo support team is available to provide technical assistance between 8:00 AM and 5:00 PM Pacific Time, Monday through Friday (excluding major holidays). Students must have basic computer skills with Microsoft Word, Powerpoint, Adobe PDF, etc.
2. The online teacher provides appropriate feedback, guidance, and direction and responds to student inquiries within 24 hours (M-F)
3. Student and teacher dialogue online in the collaborate classroom, questions and discussions are encouraged throughout the course.
4. Throughout the course, the teacher regularly conducts discussion-based assessments with students. These conversations occur regularly in the course and are part of the assessments and grading for each session. This teacher/student discussion provides opportunity for students to share what they have learned, to demonstrate mastery of the content, and provide the opportunity to verify the authenticity of the student's work. The instructor possesses extensive classroom and administrative experience. Her expertise will be used as a guide in identifying the level of originality in student work. Students will also sign an honor code.

Checklist for Getting Started

- o Register online with a cred/debit card or mail the registration form and payment to:

Penn Consulting
P. O. Box 392006
Snellville, GA 30039
- o I can commit a minimum of 40 hours to participate in the class discussions and completing assignments independently.
- o I have received the registration confirmation email and understand that this email serves as notification of my enrollment in the course.
- o I have ordered my textbook/Director's Training manual.
- o I know how to access the Internet and work in Microsoft Word and Powerpoint, or I know where to acquire these skills before classes start.
- o I understand that I need the latest versions of Office, Adobe PDF Reader, and Windows in order to complete assignments.
- o I know that I have to interact with my learning community and my instructor over the internet and I have reliable access to a computer with Internet.

NOTE: Instructors are not required to make exceptions due to computer malfunctions, books not received on time, etc. Please make contingency plans to allow for any computer problems.

I know that I will not have access to the class until the payment for the course is processed. I will receive instructions on how to access my class with my registration confirmation.

We suggest strongly that you download and set up the Mozilla Firefox browser for this purpose only. We have found that this browser works best with our system. If you are in the US, go to this link <http://www.mozilla.com/en-US/firefox/>.

If you do not want the browser in English, go to this link and choose your language: <http://www.mozilla.com/en-US/firefox/all.html>. When you download, a pop-up should ask you if you want to run, save or cancel. Choose **RUN**. Continue through the steps of downloading and installing Firefox. It might ask if you want to make Firefox your default browser. Usually the answer is **no** if you use Internet Explorer for all other searching. **If you are successful, the Firefox icon should appear on your desktop.**

How Should Students Proceed Each Week for Class Activities?

1. The student will access and follow all course instructions found in the content area of the Edmodo classroom website at <http://www.edmodo.com//> . The course title is found on the left navigation bar. Students will receive sign in information by email.
2. The student will view any video assignments/Power Points that may be assigned.
3. The student will complete the assigned practicums, quizzes, or exams and submit to the instructor.
4. Students are expected to read the assigned readings prior to the discussion of that topic. Additional articles and materials may be required during the course. The student will respond to posted online course discussion and case studies using the Edmodo classroom discussion tools.
5. The student will complete and submit assignments electronically using the Edmodo classroom website.

Course Assignments Schedule:

Topics	Practicum
1. Director & Program Philosophy 2. Types of Centers and Programs 3. Setting Goals	Complete the child care business plan questionnaire including feasibility study, 3 year budget, and marketing material (establishing brand identity)
1. Planning: Infants & Toddlers 2. Planning Preschool 3. Planning School Age Programs	Parent Handbook Daily Schedules-Infant, Toddler, Preschool and School Age
1. Staff Selection/Personnel Policies 2. Staff Supervision and Training 3. Student Teachers/Volunteers 4. Budget	Personnel Handbook and forms Job Description Download federal and state forms (required postings) Organizational chart
1. Facility Management 2. Food Service and Nutrition 3. Strategic Planning 4. Parent Collaboration 5. Maintaining Quality (Accreditation)	Menu

I hereby agree to and understand the Penn Consulting and Bright from the Start: Georgia Department of Early Care and Learning terms of participation.

Print Name _____

Date _____

Participant Signature _____