Yukon University

COURSE OUTLINE

ELCC 225
LEADERSHIP, TEAMBUILDING AND ADMINISTRATION IN EARLY LEARNING AND CHILD CARE

3 CREDITS
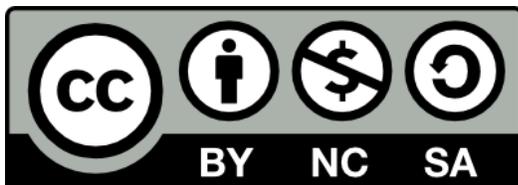
PREPARED BY: Brooke Alsbury, Instructor/Coordinator
DATE: May 1, 2018

APPROVED BY: Dr. Andrew Richardson, Dean Applied Arts
DATE: May 1, 2018

APPROVED BY SENATE: October 1, 2015
RENEWED BY SENATE:

LEADERSHIP, TEAMBUILDING AND ADMINISTRATION IN LEARNING AND CHILD CARE

INSTRUCTOR: Brooke Alsbury	**OFFICE HOURS:** Mondays 10:00 am- 12:00 pm
OFFICE LOCATION: C2106	**CLASSROOM:** Online via ZOOM
E-MAIL: balsbury@yukonu.ca	**TIME:** 6:30 pm-9:25 pm
TELEPHONE: 867.456.6989	**DATES:** Wednesdays Sept. 3rd- Dec. 9th, 2020

COURSE DESCRIPTION

This course is focused on the development of leadership and administrative skills necessary for managing quality early learning and child care environments. Students will have an opportunity to explore leadership styles and develop their own leadership abilities. The course will explore specific aspects of early learning and child care administration, including personnel management, program administration, and facility management. Topics such as organizational philosophy, ethical standards, evaluation, budgeting, and staff development will be covered.

PREREQUISITES

ELCC 111, ELCC 112 and ELCC 125

RELATED COURSE REQUIREMENTS

It is highly recommended that all students have access to a computer or other device and Internet to do their studies. The minimum specifications for a student device are as follows:

Requirement	Windows-based PC	Apple Mac/macOS-based PC
Operating System	Windows 10	macOS X
Web Browser	Firefox, Edge or Google Chrome	Firefox, Edge or Google Chrome
RAM/Memory	4 GB	4 GB
Storage	5 GB of available space	5 GB of available space

This course will include a total of 45 hours activity. A combination of synchronous (virtual real-time class meetings through Zoom) and asynchronous (web-based via Moodle) learning activities are provided. Learning activities may include but are not limited to facilitator-led learning, projects, in-class and on-line exercises.

EQUIVALENCY OR TRANSFERABILITY

Please check the following link https://www.yukonu.ca/programs/early-learning-and-child-care for information about transferability of Early Learning and Child Care courses.

LEARNING OUTCOMES

Upon successful completion of the course, the student will be able to
- describe diverse leadership styles and demonstrate self-analysis and reflection to assess personal leadership strengths and challenges
- identify processes for ethical decision-making in a leadership role
- analyze the historical, philosophical, political, social, and cultural issues that affect early learning and child care administration
- understand the characteristics of a quality early learning and child care program to support program design, development, and implementation
- demonstrate the ability to create a team environment that supports professional development and staff well-being
- demonstrate the ability to complete key components of early learning and child care administration.

COURSE FORMAT

This 45-hour course will be delivered in the classroom setting and/or via web-conferencing. The instructor will be the primary presenter of information; special guests and resource persons may also be invited to enhance the course.

Each lesson will include a variety of teaching/learning experiences. These strategies may include lecture, large and small discussion groups, in-class projects, experiences,

simulations, role plays, observations, readings, audio-visual aids, guest speakers, and students' individual assignments.

ASSESSMENTS:

Attendance and Participation

Much of the learning is done in the classroom. Students learn from each other, as well as from the instructor; therefore, attendance and appropriate participation are essential.

Attendance is mandatory. Because experiential exercises and other activities are such an important component, success in the course is dependent on a high level of participation. If you miss classes or experimental activities, you may be asked to withdraw or you may not be allowed to return to class.

Students are expected to attend and participate in all classes, are expected to be actively involved in discussions, and must take responsibility for their own learning. Their personal experience and thoughts will provide much of the material for discussion. Therefore, it is expected that students are prepared for classes by having completed the required readings, assignments and other assigned work. Emphasis will be placed on learning by doing and on personal reflection on individual experiences.

As stated in Yukon College's Academic Regulations: "Students in all program areas are expected to attend classes and will be informed of any specific attendance requirements for their course by their instructors at the beginning of the term." (section 4.01). It is the responsibility of the student to collect the information from classmates if they are absent from all or a portion of a class. Students are responsible for obtaining handouts and completing assignments for any classes missed.

Professional behaviour is expected. If a class will be missed, the student will communicate with their instructor ahead of time.

Note: If a student is absent for more than 10% of the course, the instructor may designate make-up assignment(s), which would be designed to demonstrate the student's understanding of content missed. This opportunity is at the discretion of the instructor and, if undertaken, will be accompanied by an assignment contract.

Assignments

Each assignment is designed to help the student synthesize knowledge from class, readings, personal knowledge, and traditional knowledge to build greater understanding. Planned class discussions are enriched when students have completed assigned work at the appropriate time. Material from student assignments also plays an important role in helping the instructor design class activities and lectures to best suit the group of students. Therefore, handing in assignments on the due dates is very important.

Assignments will be discussed at the beginning of the course and presented in writing with criteria clearly defined. All students are encouraged to contact the instructor if they have questions or concerns about assignments or their progress. In exceptional circumstances, students may discuss alternate arrangements with their instructor (such as late submission of assignments, etc.).

<u>ALL</u> assignments are expected to be submitted punctually. **Five % will be deducted** for each calendar day that an assignment is late.

Please see additional comments about assignments in the assignment package.

EVALUATION:

Assignment Number	Topic	Grade	Due Date
Assignment #1	Leadership Paper	30%	
Assignment #2	Team Assignment: Professional Development and Team Building	30%	
Assignment #3	Leadership Self-Reflection	20%	
Assignment #4	ELCC Administration	20%	

Total		100%	

REQUIRED TEXTBOOKS AND MATERIAL

MacDonald, S. (2016). *Inspiring early childhood leadership: Eight strategies to ignite passion and transform program quality.* Lewisville, NC: Gryphon House, INC.

Pelo, A. & Carter, M. (2019). *From teaching to thinking: A pedagogy for reimagining our Work.* St. Paul: Minnesota: Redleaf Pres

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First

Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.