

Rio Hondo College  
Social Sciences and Humanities  
CD 210-Adult Supervision  
Fall 2011

**Instructor:** Dr. Sondra Moe                   **Room :** Child Development Center 5  
**Phone:**(562) 463-7493           **Class Hours:** M 7-10:10 pm  
**Email:** smoe@riohondo.edu  
**Office Location:** Child Development Center  
**Office Hours:** By appointment 8am – 4:30 pm

**Prerequisites:** CD 106, CD 110 and 208 with a grade of “C”  
*Students must provide instructor with a copy of transcripts as proof by the second class meeting.*

**Course Description:**

This course is designed for students who wish to develop the skills to effectively supervise staff working in children’s educational programs. The course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in child development classrooms. Emphasis is on the role of the classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. This course meets the requirement for a course in adult supervision for the California Child Development Permit.

**Required Text**

Caruso, J.J. & Fawcett, M.T. (2007). Supervision in Early Childhood Education: A Developmental Perspective, 3rd Edition. Teachers College Press.

Harms, T., Clifford, R. M. & Cryer, D.(2005). Early Childhood Environmental Rating Scale. Teachers College Press, ISBN # 0-8077-4549-9.

**Student Learning Outcome:**

Given the sequence of adult development according to Erik Erikson list the crucial components necessary to supervise adults working in educational programs for children.

**If you need to improve your study skills, communication skills, or test taking skills for this course, you are advised to seek a tutor’s assistance in the Learning Assistance Center (LAC) located in LR 114.**

**Course Requirements:**

- Students are expected to attend each scheduled class period prepared to turn in assigned work and to discuss assigned reading. Points will be received for classroom attendance (3 points per class-18% of your grade) and participation (2 point per class-12 % of grade). Missing class will result in missing 5 points.

(30% of grade) *If you are out for an extended period of time (2 classes in a row) please call to let me know if you still plan to continue in the course.*

- Each class period will include lecture, whole group discussions, and small group work. This work cannot be made up. There will also be information presented in class that will not be in the reading material. Students will be tested on all reading and classroom information.
- **Late work turned in after due date will receive half credit up to one week. Work turned in more than one week late will not be accepted. No makeup quizzes will be provided.**
- Early grade reports can be received with a self-addressed stamped envelope. E-mails requesting grades will not be responded to.
- Students who earn a grade of “D” or “F” at the drop date may be dropped by the instructor if it is impossible to raise that grade by the end of the semester. It is wise not to count on this if you can not complete the course drop the course yourself to be safe.
- Students who miss the first class period without contacting the instructor may be dropped from the course.
- **ONLY ENROLLED STUDENTS MAY ATTEND CLASS.** Children are not allowed in the classroom. Unattended children are also not allowed on the Rio Hondo campus.
- Students who speak with a low pitch or low volume voice should sit in the front of the classroom in order to allow your comments to be heard by the instructor.

## Course Work

Quizzes- 4 Quizzes will be given on the dates and focusing on the material indicated in the course calendar. A scantron (# 882-E) and #2 pencil will be needed for each quiz. Quizzes will include multiple choice, true/ false and matching questions. Each quiz will be worth 25 points. **No makeup quizzes will be given. You are welcome to arrange to take a quiz early if you must miss class the day of a quiz.** (40% of grade)

Assignments- There will be 4 assignments related to the material presented on each quiz and geared to the educational needs of the students in this class. Each assignment will be worth 20 points. All written work must be typed, doubled spaced and checked for spelling and grammar errors. Assignments will be considered late if not turned in on or before the designated due date class period. **Calendar is tentative and may change. Students are responsible to keep updated on calendar changes. Make sure you have the phone numbers of peers in case you must miss class. Late work turned in after due date will receive half credit up to one week. Work turned in more than one week late will not be accepted.** (33% of grade) Grading of your work may take up to two weeks. Please be patient.

**BE AWARE THAT ALL ASSIGNMENTS MUST BE YOUR OWN WORK AND IN YOUR OWN WORDS UNLESS THE ASSIGNMENT IS A DESIGNATED GROUP**

ACTIVITY. COPIED INFORMATION IS PLAGARISM (cheating) AND MAY RESULT IN NO GRADE FOR THAT ASSIGNMENT.

Participation- A portion of your participation grade will include a classroom civility component in order to maintain an environment that is conducive to learning. Students are asked to refrain from arriving late or leaving early, using **cellular phones or pagers** (turn them off or on pulse), **text messaging**, eating or drinking in class (water allowed), making inappropriate or offensive comments, sleeping, talking or whispering with peers or passing notes and leaving their seat during lecture periods. Students are also expected to keep an open mind and to be respectful and **nonjudgmental** of diverse views and practices. Points will be deducted from your participation grade for lack of compliance with these criteria at the instructor's discretion. (12% of grade)  
**Students who leave their seat during lecture periods will loose participation points.**

<u>Grading-</u>	Quizzes (4 @ 25 points)	100 (39% of grade)
	Attendance (3 per class)	42 (17% of grade)
	Assignments (4 @ 20 points)	80 (33% of grade)
	Participation (2 point per class)	28 (12% of grade)
	Online Survey	<u>3 (1% of grade)</u>
	<b>Total</b>	<b>253</b>

Grades will be given based on points accumulated during the semester. The grade breakdown is given below on a percentage basis. PLEASE NOTE FOR A CLASS TO COUNT TOWARDS A DEGREE OR CERTIFICATE IN CHILD DEVELOPMENT YOU MUST PASS THIS CLASS WITH A "C". You may only take a class twice. Consider this: students who take classes and drop them over and over unfairly use a spot that more dedicated students deserve and waste the financial support of taxpayers towards their education.

A	90-100%	228 – 253
B	80 -89.9%	203 – 227.9
C	70-79.9%	177 – 202.9
D	60-69.9%	152 – 176.9
F	less than 60%	less than 151.9

Keep track of your scores below and keep track of your work. This will help me combat human error in record keeping and assist you in calculating your grade whenever you are interested. In order to calculate you grade total all of the points possible so far and the points you have received so far. Divide the larger number into the smaller number. You will receive a number of .99 or below (.99 equals 99%). If you get a number of 1 or larger you divided the smaller number into the larger number (backwards). Compare your percentage to the percentages above.

Grade Scale Assignment

A 20 – 18  
 B 17 – 16  
 C 15 – 14  
 D 13 - 12  
 F Below 12

Grade Scale Quiz

A 25 – 22.5  
 B 22 - 20  
 C 19 – 17.5  
 D 17 - 15  
 F Below 15

<b>Item</b>	<b>Possible</b>	<b>Your Score</b>
Quiz 1	25	
Quiz 2	25	
Quiz 3	25	
Quiz 4	25	
Assignment 1	20	
Assignment 2	20	
Assignment 3	20	
Assignment 4	20	
Attendance (Keep track of the dates you miss you loose 3 points for each)	42	
Participation (Keep track of your lates and leave early you loose 1 point for each along with 2 points for each absence.) <b>STUDENTS WHO ARRIVE AFTER THE BREAK OR LEAVE AFTER THE BREAK WILL LOOSE 2.5 POINTS.</b>	28	
Online Survey	3	
<b>Overall Total</b>	<b>253</b>	

1. Peer Name \_\_\_\_\_ 2. Peer Name \_\_\_\_\_  
 E-mail or Phone \_\_\_\_\_ E-mail or Phone \_\_\_\_\_

3. Peer Name \_\_\_\_\_ 4. Peer Name \_\_\_\_\_  
 E-mail or Phone \_\_\_\_\_ E-mail or Phone \_\_\_\_\_

5. Peer Name \_\_\_\_\_  
 E-mail or Phone \_\_\_\_\_

## COURSE CALENDAR\*

DATE	WEEK	TOPICS/READINGS	DUE
M 8/22	1	Goal Setting Chapter 1- Myths About Supervision	Goal Sheet
M 8/29	2	Chapter 2- Programs and Implications for Supervision	Biography/Picture Transcript Copy
M 9/5	3	<b>Holiday-Labor Day</b>	
M 9/12	4	Chapter 3-Supervisors and Staff Roles Chapter 4-Caring, Knowing and Imagining	Assignment #1
M 9/19	5	Chapter 5 –The Developmental Dynamic	Quiz #1 (1- 4)
M 9/26	6	Chapter 6- Supervisor Development	
M 10/3	7	Chapter 7- Supervisee Development	
M 10/10	8	Chapter 8- The Development Dynamic at Work Chapter 9-Clinical Supervision	Assignment #2
M 10/17	9	Mentor Teacher Program (MTP) Chapter 10- Supervisory Conference	
M 10/24	10	ECRS/Desired Results (DR)	Quiz #2 (5-9, MTP)
M 10/31	11	Chapter 11- Observation and Analysis Chapter 12- Special Issues	Assignment #3
M 11/7	12	Chapter 13-Career Ladder/Lattice	
M 11/14	13	Chapter 14-Staff Recruitment, Selection and Orientation Chapter 15-Staff Development	Quiz #3 (10-11 & ECRS/DR)
M 11/21	14	Chapter 16- Evaluating Staff	
M 11/28	15	Staff Development Presentations	Assignment #4
M 12/5	16	<b>Final</b>	Quiz #4 (12-16 )

\* Tentative calendar students are responsible to keep updated. Make sure to get the name and phone number of three or four of your classmates to allow you to get that information when you can't be in class. Do not call me! You will always miss something important!

\* **Emailed assignments will only be accepted with instructor's permission.**

## CD 210-Adult Supervision Goal Sheet

Student Name \_\_\_\_\_

What I want to gain from this class:

I would like to earn an \_\_\_\_\_ in this class.

To earn that grade I must:

Miss only \_\_\_\_\_ classes.

Loose only \_\_\_\_\_ participation points.

Receive \_\_\_\_\_ points total on my quizzes. Average score\* \_\_\_\_\_.

Earn \_\_\_\_\_ points on my assignments. Average score\* \_\_\_\_\_.

	Attendance you can miss	Participation You can loose these points	Quizzes	Assignments
A	1	2	90 (23)*	72 (18)*
B	3	3	80 (20)	64 (16)
C	5	4	70 (18)	56 (14)
D	17	5	60 (15)	48 (12)

### Midterm Progress:

So far I have earned \_\_\_\_\_ points.

So far I have earned this grade \_\_\_\_\_.

The rest of the semester I must:

Miss only \_\_\_\_\_ classes.

Loose only \_\_\_\_\_ participation points.

Receive \_\_\_\_\_ points total on my quizzes.

Score for each quiz left (divide total needed by two) \_\_\_\_\_.

Earn \_\_\_\_\_ points on my assignments.

Score for each assignment left (divide total needed by two) \_\_\_\_\_.

Quiz 1 \_\_\_\_\_

Quiz 2 \_\_\_\_\_

Total \_\_\_\_\_

Overall points needed \_\_\_\_\_

Current total \_\_\_\_\_

Points left to earn \_\_\_\_\_

Quiz 1 \_\_\_\_\_

Quiz 2 \_\_\_\_\_

Assign 1 \_\_\_\_\_

Assign 2 \_\_\_\_\_

Survey \_\_\_\_\_

A & P \_\_\_\_\_

Total \_\_\_\_\_

Assign 1 \_\_\_\_\_

Assign 2 \_\_\_\_\_

Total \_\_\_\_\_

Overall points needed \_\_\_\_\_

Current total \_\_\_\_\_

Points left to earn \_\_\_\_\_