



Course Syllabus: Organizational Administrative Leadership in Early Care

College of West College of Education and Professional Studies
ECED 4413 Section x10

Fall 2026 Part of Term A: August 24, 2026-October 16, 2026

Contact Information

Instructor: Elizabeth Barnard

Office: BH 309

Office hours: Tuesdays 9:30 am - 11:30 am, Wednesdays 9:30 am - 11:30 am, Thursdays 1 pm - 2 pm, by appointment

Office phone: (940) 397-4063

E-mail: elizabeth.barnard@msutexas.edu

Course Description

This course provides a comprehensive overview of the organization, leadership, and management of early care and preschool programs. The course will cover personnel, fiscal, and facilities oversight and management; professional ethics; NAEYC's Code of Ethical Conduct for Early Childhood Program Administrators; state law and licensing regulations; program marketing; program evaluation, and staff training/professional development.

Textbook & Instructional Materials

Encouraged (not required) Goffin, B. (2023). *Planning & administering early childhood programs* (7th ed.). Pearson.

Instructor Response Policy

The best way to contact me is via email. I will check my email daily between 8:00 AM and 5:00 PM, Monday through Friday. I will make every effort to respond within 24 hours; however, this does not apply to weekends or holidays. You are welcome to visit my office during office hours (see above), or we can set up a time to talk virtually, on the phone, or in person outside those hours. I am typically flexible.

Study Hours and Tutoring Assistance

The instructor is available to meet by appointment. Please email Mrs. Beth with any questions. Responses will be provided via email, or we can set up a phone call or appointment.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Correct spelling and use of appropriate grammatical skills are expected on each written assignment or project. Most of the assignments/projects will be typed and utilize an appropriate style (*Times New Roman, 12-point font, double-spaced*). Handwritten assignments must be legible, neat, and clean.

Unacceptable work will be returned ungraded or will result in a grade reduction. In addition, plagiarized or copied work will receive a grade of ZERO with no make-up allowed.

Table 1: Points allocated to each assignment

Assignments	Points
Module 1: Foundations of Early Childhood Program Leadership & Ethics	20
Module 2: Personnel Management and Staff Stability	60
Module 3: Texas State Law and Licensing Regulations	100
Module 4: Fiscal Management and Budgeting	100
Module 5: Facilities Oversight and Program Evaluation	60
Module 6: Program Marketing and Community Engagement	100
Final Reflections	50
Total Points	490

Table 2: Total points for final grade.

Grade	Points
A	441-490
B	392-440
C	343-391
D	294-342
F	Less than 294

Extra Credit

No extra credit assignments will be given or accepted.

Late Work

State whether or not you will accept late work, and any conditions you stipulate.

Make Up Work/Tests

State whether or not you will allow students to make up missed assignments and tests, and any conditions you stipulate.

Important Dates

- Last day for term schedule changes: Check date on [Academic Calendar](#).
- Deadline to file for graduation: September 21, 2026 Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:"October 7, 2026 Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the

faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** You can access your class in many places! You can access our online classes from any computer in the world connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers because of liability and resource limitations; however, they can help you connect to our online services. For help, log into [D2L](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Instructor Class Policies

In the event of inclement weather, please check D2L for updates to class responsibilities and calendar.

All written work should be completed in a professional style. Using correct spelling and grammar are important writing skills you must know well because

your students will learn from you. Therefore, all written assignments will have 10% -20% of the grade based on spelling and grammar. Expectations are for quality work.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

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Date	Topic/Chapters/Reading	Assignment Due
Week 1: August 24 - 30	Welcome, Syllabus, Calendar	Welcome Zoom Welcome Form
Week 2: August 31 - September 6	Module 1: Foundations of Early Childhood Program Leadership & Ethics	Discussion #1
Week 3: September 7 - 13	Module 2: Personnel Management and Staff Stability	Staff Turnover Case Study
Week 4: September 14-20	Module 3: Texas State Law and Licensing Regulation	Texas Early Care State Regulations Presentation
Week 5: September 21-27	Module 4: Fiscal Management and Budgeting	Operating Budget
Week 6: September 28 - October 4	Module 5: Facilities Oversight and Program Evaluation	Program Evaluation Presentation
Week 7: October 5-11	Module 6: Program Marketing and Community Engagement	Family Friendly Communication Assignment due
Final Days (Last day: October 16)	Final words	Final/Reflection - Assessment All assignments due BEFORE October 16th