

**Southeast Missouri State University
Course Syllabus**

Department of Human Environmental Studies

Course No. CF 415

Title of Course Legal Risks and Administrative Decision-making
in Child and Youth Programs

New

Fall 2012

I. Catalogue Description and Credit Hours of Course

Introduction to legal and fiscal frameworks: Human protection and rights, preventing lawsuits, program safety, privacy and confidentiality, and program accountability. (3)

II. Prerequisite(s)

None

III. Objectives of the Course

- A. Identify components of fair decision making and due process.
- B. Apply a theoretical legal framework to case studies.
- C. Compare family handbook modules and program documents.
- D. Analyze program policies for legal pitfalls.
- E. Critique safety and risk management policies.
- F. Cite evidence of minority rights.
- G. Identify challenges and legal regulations related to confidentiality.
- H. Identify challenges and legal regulations related to human resources processes.
- I. Compare insurance policy types to program needs.

IV. Student Learning Outcomes

- A. The student will identify illegal interview questions.
- B. The student will cite evidence of minority rights.
- C. The student will identify key components of federal mandates related to employment.

V. Expectations of Students

- A. Satisfactory completion of all assignments, projects, and examinations
- B. Active participation in peer discussions, reviews, and activities
- C. Complete one professional contribution toward the Missouri Director Credential (Professional Leadership, Program Improvement, or Advocacy)

VI. Course Outline

- A. Legal History and Theory 45 Hours
 - 1. Fair decision-making 4
 - 2. Due process
 - 3. Codes of ethics

- B. Reducing Risk of Lawsuits 5
 - 1. Theoretical framework
 - 2. Ethical behavior

C. Reducing Conflicts with Families	4
1. Contracts and policies	
2. Communication	
3. Payment schedules and rate structures	
D. Building Partnerships with Families	5
1. Family friendly policies	
2. Custodial rights	
3. Family-staff dilemmas	
E. Safety and Risk Management	6
1. Expectations and duty	
2. Prevention	
3. Child abuse	
4. Sex offenders	
F. Minority Rights and the Protected Classes	3
1. Definition of a minority	
2. Definition of protected classes	
3. Minority and majority needs	
G. Privacy and Confidentiality	5
1. Technology challenges	
2. Protecting the program reputation	
3. Law and regulations	
4. Record access, security, and storage	
H. Human Resources Processes	5
1. Hiring	
2. Termination	
3. Grievance	
I. Supervision Challenges	4
1. Confrontation	
2. Conflict resolution	
3. Steps in discipline	
J. Insurance	4
1. Protection	
2. Coverage	
3. Limits and waivers	

VII. Textbooks

Bruno, H.E. and Copeland, T. (2012). *Managing legal risks in early childhood programs: How to prevent flare-ups from becoming lawsuits*. St. Paul, MN: Redleaf Press.

VIII. Basis for Student Evaluation

Exams	25%
Case Studies	25%
Papers and Projects	50%

Grading Scale

100%—90%	A
89%—80%	B
79%—70%	C
69%—60%	D
59%—below	F

The weights of evaluation criteria may vary at the discretion of the course instructor.

IX. Academic Policy Statement

Students will be expected to abide by the **University Policy for Academic Honesty** regarding plagiarism and academic honesty. Refer to <http://www6.semo.edu/judaffairs/code.html>.

X. Student with Disabilities Statement

If a student has a special need addressed by the **Americans with Disabilities Act (ADA)** and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs. Refer to <http://www.semo.edu/ds>.