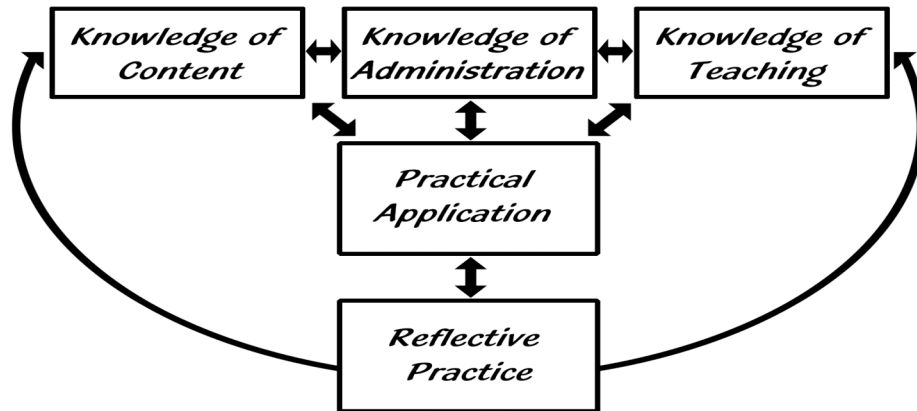


EDL 511
Educational Planning

FALL, 2008



Instructor: Lora L. Wolff, PhD

Address: Keokuk Community School District
727 Washington Street
Keokuk, IA 52632

Telephone: (W)319-524-1402 (x1616)
(H)319-524-8184 (call before 9 p.m.)
(Cell) 319-795-2431 (in case of emergencies on class weekends)

Email: lwolff@keokuk.k12.ia.us

Office Hours: 30 minutes prior to and after each class session

Course Dates: Sunday, August 17; Sunday, September 21; Sunday, December 7

Meeting Times: 8 a.m. -3:00 p.m.

Location: Western Illinois University—QUAD CITIES CAMPUS

Text (required): None :)

Text (supplemental): None :)

Materials/documents from the instructor will need to be downloaded and printed. These will be available at the course website (westernonline.wiu.edu).

The mission of Western Illinois University's Educational Leadership Department is: Preparing Effective Leaders for Tomorrow's Schools. In Educational Planning (EDL 511) each candidate will learn more about planning (for organizational change) and reflect upon SELF and RELATIONSHIPS. It is very difficult to lead when there is not a clear plan of action.

Methods of Instruction: Face-to-face instruction will employ lecture, discussion and student collaboration along with a **significant** portion online. Class attendance and participation is paramount. Since the course meets only three Sundays instead of the traditional six days, a **significant** part of the course will be completed online.

Attendance Policy: A student who is absent for more than 50 percent of a scheduled day of a weekend academy class will be assigned a grade of "Incomplete" by the instructor and must make up the appropriate day in its entirety.

WIU EDAD Department Policy on Incomplete Grades: Incomplete (I) is given under extreme extenuating circumstances. Although students are expected to complete the course requirements before the end of the term, in some instances it is recognized that students may not be able to do so because of factors beyond their control. In such instances, and upon written petition of the instructor, a temporary grade of "INCOMPLETE" may be given to permit the student more time to complete the course requirements. In the event that a faculty member initiates a grade of "I," a letter will be sent to the student from the faculty member explaining the reason for the "I" and outlining what the must be done to remove this grade. This letter will be placed in the Graduate Student's file. A student must satisfy the course requirements during the next semester the course is taught or (s)he will be awarded a grade based upon work completed.

Grading Procedures: Assignment of grades will reflect both a quantitative and qualitative assessment of each student's performance in class discussion, on assignments, and on projects. I anticipate students will earn A's and B's in this course.

Grades will be awarded in the following manner:

A = Outstanding

- Completes all required individual/group/online assignments, activities, projects with A's/B's
- Meets all student competencies
- Productively contributes to class discussion and activities

B = Above Average

- Completes all required individual/group/online assignments, activities, projects with mostly B's (some C's)
- Meets all student competencies minimally
- Contributes to class discussion and activities

C = Average

- Completes all required individual/group/online assignments, activities, projects with mostly C's
- Minimally meets a majority of the student competencies
- Contributions detract from class discussion and activities

Assignments/Projects/Presentations

Approximate Percentage of Course Grade

Online Activities

50 percent

You will need to complete all online activities posted to our course (EDL 511). These activities will be posted to the "Assignments" and "Discussion" section of Western Online. Posting will occur throughout the course. You are responsible for checking Western Online regularly and to keep abreast coursework. Each posted assignment will have a start date and a due date. Assignments/activities need to be completed by the due date.

Grant Review: In-Class

10 percent

Description of assignment: You will be divided into teams of three (possibly groups of two). Each team will be assigned three grants written by the class to review. You will individually score each grant, then discuss the grant with your review team. After coming to consensus on the scoring for each grant, you will compile your team's comments. Then you will meet with the original grant writer and provide him/her feedback to improve the grant.

Date: December 7th

Grant

40 percent

Description of assignment: You will individually write a grant with the intent of submitting it to be funded. A grant has been chosen as the major component of the course because a good grant contains all the components of good planning. A side benefit is that you will have a draft of a grant that should be submitable to various funders with some revision. Another benefit will be the opportunity to hone your writing skills. You will need to bring three copies of your grant to the last class session. You need to post your grant to the "Assignment" section of Western Online no later than December 2 (if you would like feedback by December 7th's class session)

Final Due Date: December 7

Returning Assignments: Comments will be made on written assignments via Western Online. Online assignments will be scored/posted online and comments made as appropriate.

Course Outline—Will be posted to Western Online by the Wednesday before each class meeting.

Policies

PLEASE NOTE: I sometimes keep samples of student work to use as exemplars. If your work is selected for future use, I will **ask for permission** to use it for - up to five years. (Every five years we undergo an accreditation visit by the State of Illinois and NCATE. - These organizations need to see samples of student work and so I need your permission to span a possible five-year window. At the end of five years it will be shredded or you will be contacted for continued permission.

GRADE APPEAL: This information may be reached by: WIU home page, Personnel, Provost page, on the right side the link is listed. The 'Rights and Responsibilities' page will be updated regularly. By including this link you may be assured that all necessary information is made available to students in a timely and simple fashion.

STUDENTS WITH DISABILITIES may contact the Disability Support Services office. Please do this prior to the first weekend of class-- 309-298-2512 or disability@wiu.edu. Information on this office may be found at www.student.services.wiu.edu/dss/