

October, 2008

Dear 511 Student:

I want to take this opportunity to introduce myself. Those of you that have previously had me as an instructor...feel free to skip this paragraph. My name is Lora Wolff. I serve as the Assistant Superintendent for Curriculum and Instruction (Keokuk Community School District in Keokuk, Iowa) Prior to that I was the Director of Technology and Communications (1995-1999) for the Keokuk. From 1984-1995 I taught high school English in Keokuk and from 1980-1984 I taught English at the Lakota Community Schools. I got my BA from Wartburg College in Waverly, my MA from WIU (English), and my PhD from the University of Iowa (Curriculum and Instruction with an emphasis in English education). I completed the principal's endorsement program at WIU and coursework for my superintendency endorsement from the University of Northern Iowa I have taught 518, 505, 571 and this is my seventh adventure teaching 511. I am excited to be part of your professional development.

What makes this class unique?

1. We only meet three times Sunday, August 17; Sunday, September 21; and Sunday, December 7...rather than three weekends.
2. You will be spending A LOT of time online (the equivalent of the 3 classes we won't be meeting face-to-face).
3. There is no textbook.
4. You will be producing a major project (grant) which will be around 24 pages.
5. You will participate in extensive peer review.

Our class time will be varied. The first meeting I will do quite a bit of lecturing. Between the first and the second meeting, you'll be reviewing an online PowerPoint and discussing it. The second class meeting, we will learn more about grants by reviewing a sample grant. You will also finalize your grant project (if you haven't already). We will review the components of the grant. Between the second and final class session, you will be drafting the sections of your grant and posting them (to the assignments and discussion). I will comment on a majority of sections...your grant drafting team will comment on all sections. It will be imperative that you stay on target (adhere to the timeline). The final weekend, we will undergo a grant reading process (similar to what would occur at an actual grant competition). You will also write a reflection on the drafting, revising, and reviewing process.

In this class you will write extensively (the grant and discussion postings), utilize technology with increasing frequency, and participate in peer review. Be assured that I will help you every step along the way in writing your grant. You will also have input from your drafting team.

The purpose of this class is to building on what you have learned about leadership while moving you out of thinking that your classroom is your world and into the larger world of education beyond the classroom.

Finally, prior to the first class:

1. Log on to Western Online and review the syllabus and the course
2. Complete the Class Introduction Assignment (post to "Assignment")
3. Print out our class PowerPoints--Planning 101, EDL 511 Grant Writing, GRNTSOn\_LineLW.ppt

You can also go ahead and begin viewing the grant writing PowerPoints (located in the "Grants" section) and posting your comments to the appropriate discussions. This will really help get you ready for the project.

Please bring a small picture of yourself (that I can keep; school pictures taken each year would work fine or a small snapshot) to class. It helps me keep everyone straight between class meetings...since we only meet three class days.

Yours in educational leadership,  
Lora Wolff