NEW COURSE FORM

1. General Information.
   a. Submitted by the College of: Education  Today’s Date: 2.01.2011
   b. Department/Division: Educational Leadership
   c. Contact person name: Jayson Richardson  Email: jayson.richardson@uky.edu  Phone: 257.1323
   d. Requested Effective Date: ☑ Semester following approval OR ☐ Specific Term/Year

2. Designation and Description of Proposed Course.
   a. Prefix and Number: EDL 663
   b. Full Title: Professional Development for School Technology Leadership
   c. Transcript Title (if full title is more than 40 characters): Professional Dev for Tech Leadership
   d. To be Cross-Listed with (Prefix and Number):
   e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours for each meeting pattern type.
   
   _____ Lecture  _____ Laboratory  _____ Recitation  _____ Discussion  _____ Indep. Study
   _____ Clinical  _____ Colloquium  _____ Practicum  _____ Research  _____ Residency
   _____ Seminar  _____ Studio  X Other – Please explain: 3 hours weekly synchronous online
   f. Identify a grading system: ☑ Letter (A, B, C, etc.) ☐ Pass/Fail
   g. Number of credits: 3.0
   h. Is this course repeatable for additional credit? YES ☐  NO ☑
      If YES: Maximum number of credit hours: ______
      If YES: Will this course allow multiple registrations during the same semester? YES ☐  NO ☑
   i. Course Description for Bulletin: This course addresses the role of the educational administrator in providing professional development that supports communities of practice and the adoption of contemporary technologies and digital resources to enhance student academic learning. The course introduces students to principles of adult learning that characterize effective professional development and planning as it relates to technology adoption at the school, district and state-levels of education. Prereq: Admission to the program or consent of instructor.
   j. Prerequisites, if any: None
   k. Will this course also be offered through Distance Learning? YES ☑  NO ☐
   l. Supplementary teaching component, if any: ☐ Community-Based Experience  ☐ Service Learning  ☐ Both

---

1 Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
2 The chair of the cross-listing department must sign off on the Signature Routing Log.
3 In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)
4 You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
### NEW COURSE FORM

#### 3. Will this course be taught off campus?

- [ ] YES
- [x] NO

#### 4. Frequency of Course Offering.

a. Course will be offered (check all that apply):
   - [x] Fall
   - [x] Spring
   - [ ] Summer

b. Will the course be offered every year?

- [x] YES
- [ ] NO

If NO, explain: 

#### 5. Are facilities and personnel necessary for the proposed new course available?

- [x] YES
- [ ] NO

If NO, explain: 

#### 6. What enrollment (per section per semester) may reasonably be expected?

- 30

#### 7. Anticipated Student Demand.

a. Will this course serve students primarily within the degree program?

- [x] YES
- [ ] NO

b. Will it be of interest to a significant number of students outside the degree pgm?

- [x] YES
- [ ] NO

If YES, explain: 

#### 8. Check the category most applicable to this course:

- [ ] Traditional – Offered in Corresponding Departments at Universities Elsewhere
- [ ] Relatively New – Now Being Widely Established
- [x] Not Yet Found in Many (or Any) Other Universities

#### 9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?

- [x] YES
- [ ] NO

If YES, name the proposed new program: 
Graduate Certificate and MEd in School Technology Leadership

b. Will this course be a new requirement for ANY program?

- [x] YES
- [ ] NO

If YES, list affected programs: 

#### 10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?

- [x] YES
- [ ] NO

If YES, the **differentiation for undergraduate and graduate students must be included** in the information required in **10.b**. You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b. [x] The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached.

---

5 In order to change a program, a program change form must also be submitted.
NEW COURSE FORM
Signature Routing Log

General Information:

Course Prefix and Number: EDL 663
Proposal Contact Person Name: Jayson Richardson Phone: 257.1323 Email: jayson.richardson@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

<table>
<thead>
<tr>
<th>Reviewing Group</th>
<th>Date Approved</th>
<th>Contact Person (name/phone/email)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDL</td>
<td>2/3/14</td>
<td>Lars Bjork / 7-2450 / <a href="mailto:bjor1@uky.edu">bjor1@uky.edu</a></td>
<td>A. Jones</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

External-to-College Approvals:

<table>
<thead>
<tr>
<th>Council</th>
<th>Date Approved</th>
<th>Signature</th>
<th>Approval of Revision⁶</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Colleges Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senate Council Approval</td>
<td></td>
<td>University Senate Approval</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

Rev 8/09
Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. All fields are required!

**Introduction/Definition:** For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level. It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at [http://www.uky.edu/USC/New/forms.htm](http://www.uky.edu/USC/New/forms.htm)).

Error! Hyperlink reference not valid.

---

### Course Number and Prefix: EDL 663

<table>
<thead>
<tr>
<th>Instructor Name: Jayson Richardson</th>
<th>Instructor Email: <a href="mailto:jayson.richardson@uky.edu">jayson.richardson@uky.edu</a></th>
</tr>
</thead>
</table>

Check the method below that best reflects how the majority of course of the course content will be delivered.

- Internet/Web-based □
- Interactive Video □
- Hybrid □

---

### Curriculum and Instruction

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

   EDL 663 - Professional Development for School Technology Leadership (see attached syllabus) conforms to all University of Kentucky Distance Learning Syllabus Guidelines and specifically includes information about virtual office hours, procedures for resolving technical issues, notification and information about self-disclosure and procedures for disability accommodations etc. Web-based course delivery methods will be used for 85-100% of individual student engagement and course interactions. Web based assignments described in the syllabus include: (1) Asynchronous Dialogue: Students are required to interact with their class peers on the Blackboard based discussion board; (2) Class Participation: Students are expected to attend the synchronous class meetings, actively participate in discussions and activities, and complete independent work as presented on the course calendar and, (3) Submit other assessments: Staff Professional Development, Personal Professional Development, and Class Reflection online. Class and Web discussions are intended to facilitate critical thinking about their role as a professional educator and build their capacity to improve her/his own learning. Discussion questions and asynchronous dialogue with other students in class on the web will enhance critical thinking.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student’s experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

   The course is designed to be delivered primarily online, through synchronous and asynchronous learning technology systems. The Distance Learning experience for students enrolled in this course is based on a cohort model and will be comparable to classroom-based instruction. The web-based format aligns with effective adult learning formats and include timely access to the course instructor and peers as well as feedback on reflections and assessment of assignments. The syllabus clearly explicates students' reading assignments including required textbook(s), research-based journal articles and book chapters. All assignments are aligned with stated course objectives (goals). Instructor-student interaction is comparable to classroom instructional
Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. All fields are required!

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>methods. Student performance is assessed by the instructor through participation in and monitoring of asynchronous, on-line interactions, observations of in-class discussions, feedback on Individual Reflections (online), evaluation of Reflection Papers (see syllabus).</td>
<td></td>
</tr>
<tr>
<td>3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.</td>
<td></td>
</tr>
<tr>
<td>This primarily online course will use University of Kentucky technology that protects the integrity of student work. The course will not require the use of examination proctors or other support staff or interactive video. The syllabus describes UK academic policies that apply in this course and are articulated in the &quot;Students Rights and Responsibilities Handbook&quot; and &quot;the UK Graduate Bulletin.&quot; Important policies and regulations applicable to this course are explicitly stated in the syllabus including attendance, cheating and plagiarism, course withdrawal, incomplete grades, and acceptable standards of English, absences, cancelled classes, changes in the syllabus, standards for assessing the quality of student work and late submittals. A statement of student responsibilities is included (see syllabus).</td>
<td></td>
</tr>
<tr>
<td>4. Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?</td>
<td>Yes.</td>
</tr>
<tr>
<td>If yes, which percentage, and which program(s)?</td>
<td>85-100% in Proposed MEd in School Technology Leadership</td>
</tr>
<tr>
<td>*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course’s DL delivery will be six months from the date of approval.</td>
<td></td>
</tr>
<tr>
<td>5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</td>
<td>All students in this primarily online course have equal access to all student services at the University of Kentucky for which they qualify and those student services are similar to those available to individuals taking this class in a tradition (i.e. face-to-face) classroom setting. Access to student services are explicated on the University of Kentucky websites including but not limited to: (<a href="http://www.uky.edu.TASC/index.php">http://www.uky.edu.TASC/index.php</a>) and (<a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a>). Students who have special needs or require accommodations of any kind will be advised to register with the UK Disability Resource Center for assistance. The course instructor will work with students on an individual basis to make appropriate accommodations to participate in the class and complete work (see syllabus).</td>
</tr>
<tr>
<td>6. How do course requirements ensure that students make appropriate use of learning resources?</td>
<td>In addition to purchasing required textbooks, selected readings will be available through the University of Kentucky Libraries online reserve system or posted on the course website. Additionally, the program will provide support to students encountering technology problems in accessing the course content.</td>
</tr>
<tr>
<td>7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</td>
<td>Access is provided via students' personal computer proxy access to online library resources (see syllabus).</td>
</tr>
<tr>
<td>8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (<a href="http://www.uky.edu/TASC/index.php">http://www.uky.edu/TASC/index.php</a>) and the Information Technology Customer Service Center (<a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a>)?</td>
<td>Students are informed of the availability of University of Kentucky services in the syllabus (CELT, Blackboard (Bb) help desk, UK IT Customer Service Center as described in the syllabus. Bb instructors have received required training in the use of the Course Management System, UK Libraries online resources (and EZ Proxy</td>
</tr>
</tbody>
</table>

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

Revised 8/09
Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

tools) and will assist students as needed. As a hybrid course offering, the classroom instruction will also include overviews and demonstrations (and instruction as needed) in the use of all online course tools, resources and components. In sum, all students in this course have equal access to all student services at the University of Kentucky for which they qualify. Access to student services are explicated on the University of Kentucky websites including but not limited to: (http://www.uky.edu.TASC/index.php) and (http://www.uky.edu/UKIT/) (see syllabus).

9. Will the course be delivered via services available through the Teaching and Academic Support Center?
   - Yes [ ]
   - No [ ]

   If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

   Students will have access to the course content via Blackboard, supported by UKIT and CELT (the TASC successors).

10. Does the syllabus contain all the required components, below? [ ] Yes

   - Instructor’s virtual office hours, if any.
   - The technological requirements for the course.
   - Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
   - Procedure for resolving technical complaints.
   - Preferred method for reaching instructor, e.g. email, phone, text message.
   - Maximum timeframe for responding to student communications.
   - Language pertaining academic accommodations:
     - “If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu.”
   - Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
     - Carla Cantagallo, DL Librarian
     - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
     - Email: dllservice@email.uky.edu

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

   Instructor Name: Dr. Jayson Richardson

Abbreviations: TASC = Teaching and Academic Support Center  DL = distance learning  DLP = Distance Learning Programs

Revised 8/09
EDL 663
Professional Development for School Technology Leadership

University of Kentucky College of Education
Research and Reflection for Learning and Leading

Course Syllabus
XXX Semester, XXX Year
3 Credits

Online Course Delivery
Online activities supplemented with five virtual synchronous meetings

Contact Information
Instructor: Jayson W. Richardson, PhD
Office: 111 Dickey Hall
E-mail address: jayson.richardson@uky.edu
Office phone: (859) 257-1323
Office hours: By appointment (preferably made via e-mail)
Campus address: Department of Educational Leadership Studies
111 Dickey Hall, College of Education
University of Kentucky
Lexington, KY 40506-0017
Department phone: (859) 257-8921
Department Web site: http://education.uky.edu/EDL/
Personal Website: http://www.jaysonrichardson.com
Twitter: http://www.twitter.com/JaysonR
Skype ID: jaysonrichardson
Course Description in UK Bulletin 2011-2012

This course addresses the role of the educational administrator in providing professional development that supports communities of practice and the adoption of contemporary technologies and digital resources to enhance student academic learning. The course introduces students to principles of adult learning that characterize effective professional development and planning as it relates to technology adoption at the school, district and state-levels of education. Prereq: Admission to the program or consent of instructor.

Major Course Objectives

This course examines how educational administrators at the school, district, and state levels employ professional development to support communities of practice and promote adoption of contemporary technologies and digital resources to enhance student academic learning. In order to adequately prepare school administrators, a basic understanding of adult learning, professional development, and school technology is essential. This course examines knowledge and skills addressed by Standard 3: Excellence in Professional Practice of the International Society for Technology in Education's National Educational Technology Standards for Administrators (NETS-A). This course also addresses the Interstate School Leaders Licensure Consortium (ISLLC) Standards 2 and 3. By the conclusion of this course students will be able to:

1. Understand how the allocation of time, resources, and access may ensure ongoing professional growth in technology fluency and integration. (NETS-A, 3a)
2. Facilitate and participate in learning communities that stimulate, nurture and support administrators, faculty, and staff in the study and use of technology. (NETS-A, 3b)
3. Discuss how to promote and model effective communication and collaboration among stakeholders using digital-age tools. (NETS-A, 3c)
4. Examine how to stay abreast of educational research and emerging trends regarding effective use of technology and encourage evaluation of new technologies for their potential to improve student learning. (NETS-A, 3d)

Required Course Textbook and Readings

This course requires reading across multiple sources. In addition to the required textbook listed below, students will be assigned additional reading materials including articles, cases, blogs, wikis, online resources, and videos. When such readings are required, they will be provided by the instructor in advance. All required reading assignments are listed under Required Activities for each class session in the syllabus.

Most required materials for this course are available on the Blackboard site. Students are required to access the content from this website as well as complete the online quizzes as directed.

Required text:

Suggested readings:

Suggested readings are intended to extend student learning and are listed under Required Activities for each class session in the syllabus.

**Required Instructional Technology**

This course requires use of information technology: Students are expected to have regular access to a personal computer, the Internet with at least a 10mb Internet speed, and a high quality web-cam to complete their learning activities. All Web-based activities are to be completed within designated sections of the course Blackboard, which can be accessed through [http://elearning.uky.edu](http://elearning.uky.edu).

**Instructor's Virtual Office Hours:** TBA

**Preferred Method of Communication:** Email (jayson.richardson@uky.edu) or Skype (jaysonrichardson)

**Maximum Timeframe for Responding to Student Communication:** Students may expect the instructor to have responses to email inquiries within 48 hours excluding weekends.

**Teaching and Academic Support:** Contact the Teaching and Academic Support Center at [http://www.uky.edu.TASC/index.php](http://www.uky.edu.TASC/index.php) or 859-257-8772

**Procedures to Resolve Technical Problems:** Contact the Information Technology Customer Service Center at [http://www.uky.edu/UKIT/](http://www.uky.edu/UKIT/) or 859-257-1300

**Information on Distance Learning Library Services:** Available through the Web at: [www.uky.edu/Libraries/DLLS](http://www.uky.edu/Libraries/DLLS), DL Librarian (Carla Contagallo via email at dlservice@email.uky.edu or telephone at 859-257-0050 x 2171 or 1-800-828-0439), or Distance Learning Interlibrary Loan Services: [http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lllib_id=16](http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lllib_id=16)

**Integration of Syllabus with UK College of Education Conceptual Framework**

This graduate course addresses the four themes within the conceptual framework of the UK College of Education: *research, reflection, learning,* and *leading.* Throughout the semester students have opportunities to review, analyze, discuss, and apply *research* from diverse perspectives in education, including professional scholarship and practitioner inquiry and reflect on their own practices as P-20 educators as they study, observe, and work in P-20 school and university classrooms. *Reflection* is integrated regularly through oral and written communication to help students hone their analytical and problem-solving skills that comprise critical professional reflection on one’s own practice. This course emphasizes the commitment of the UK College of Education to ensure that its graduates continue their professional careers equipped for life-long *learning* as educators actively *leading* colleagues in their schools, districts, and professional organizations. The ultimate goal in addressing these four themes is to produce educational leaders who work together to improve student learning among diverse populations and improve education in Kentucky and beyond.
Commitment to Diversity

UK is committed to making diversity central to university policies, decisions, and practices to strengthen diversity within the Commonwealth. Efforts by a broad-based task force appointed by President Todd defined diversity as:

- Embracing difference or promoting increased knowledge regarding race/ethnicity, gender, religion, sexual orientation, disability, veteran affairs, and thought within an inclusive community. This definition of diversity values an inclusive institutional culture, academic programs, and co-curricular activities that prepare students for active, global citizenship. This commitment further allows for an educational process that fosters growth among all members of the academic community by including a wide array of talents, and recognizing the human differences are organizational strengths (University-Wide Comprehensive Diversity Plan Task Force Report, April 2005, p. 6).

Because the desired outcome is excellence in education, UK “does not practice discrimination on the basis of race/ethnicity, gender, religion, sexual orientation, or disability” (p. 6).

The College of Education supports the university-wide definition of diversity and enhances it through an expanded interpretation. This broader conceptualization of diversity includes learning exceptionalities, native languages, socioeconomic status, and life experiences often created by residing in unique geographical regions such as Appalachia. Curricula within the UK College of Education, field experiences, and membership of its faculty and student body reflect a commitment to diversity.

Leading successful P-12 schools and districts requires understanding of and sensitivity to differences among groups of people and individuals based on ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographical area. Hence, diversity is a theme woven throughout this graduate course, which focuses on preparing and developing principals and other educational leaders with requisite knowledge, dispositions, and skills to practice effectively the multiple responsibilities of school leadership and change agency.

UK Policies

The adopted UK academic policies apply in this course and are articulated in the Students Rights and Responsibilities Handbook and the UK Graduate Bulletin. Important policies and regulations applicable to this course include, but are not limited to, those concerning attendance, cheating and plagiarism, course withdrawal, incomplete grades, and acceptable standards of English. As the instructor, I retain absolute discretion concerning acceptance of required assignments after established due dates and reserve the right to lower grades on assignments submitted late.

Absences. The University defines acceptable reasons for absences as (a) serious illness, (b) university-related trips, (c) major religious holidays, and (d) other circumstances that the instructor finds to be “reasonable cause for nonattendance.” Because the class meets only five times, regular attendance is essential. If students must miss a scheduled class meeting, then they must notify me about the reason for the absence before it occurs. In the event of emergency absences (e.g., personal illness, major accident, death of family
member), students should notify me as soon as possible, preferably through e-mail communication. Additional assignments may be required for missed virtual synchronous class meetings.

**Canceled Class.** If a virtual synchronous class meeting must be canceled due to unforeseen circumstances, I will make every possible effort to contact you in sufficient time to avoid any unnecessary burdens.

**Changes to Syllabus.** I retain the right to modify this syllabus, if necessary, to meet the learning objectives of this course. Changes to this syllabus will be discussed with you and provided in writing as an addendum distributed electronically via e-mail and posted on the course Blackboard.

**Disabilities.** If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation that details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu

Go to www.research.uky.edu/gs/bulletin/bullinfo.shtml for more information about UK Policies.

**Quality of Student Work**

Unless specified otherwise, all papers submitted to the instructor must be presented in the writing style and format described in the sixth edition of the *Publication Manual of the American Psychological Association*. All papers must be word-processed in *Times New Roman 12-point font*. Students are expected to follow rules of usage and principles of composition. When the two resources listed in the footnote below present differing rules, students are to adhere to the academic writing guidelines in the APA *Manual*.

**Plagiarism.** Where appropriate, references to professional and research literature need to be integrated into the text and cited at the end of all papers. According to UK rules, the minimum consequence for cheating or plagiarism is an “E” in the course. Cheating or plagiarism is basically stealing ideas or intellectual property created by others. Students are cautioned to reference all resources properly: The mere re-phrasing of another author’s work does not excuse the student from the requirement for including proper citations. Cite all your sources accurately and appropriately! Be aware that re-cycling of assignments from other courses can be interpreted as self-plagiarizing and fails to meet the minimal standards of intellectual rigor required in graduate study.

**Late Submittals.** Assignment due dates are provided in the course calendar. Exceptions will only be made for extreme emergencies.

---

Incomplete Grade. Incomplete grades for this course are issued reluctantly and sparingly. The UK Graduate School permits students one calendar year—unless a shorter time frame is determined mutually by the student and instructor—to remove an “I” grade. If the contracted work is not completed satisfactorily, the “I” grade converts automatically to an “E” (a failing mark). UK and EDL rules require students requesting an “I” grade to complete a contract specifying how and when the “I” will be removed within the calendar year. The contract must be submitted to me before an “I” grade can be issued. Incomplete work and missing assignments will be assigned “E” grades if the student does not submit a completed Incomplete Grade Contract by the course deadline.

Student Responsibilities

Graduate students assume major responsibility for their own learning. As members of a learning group, they are likewise responsible for helping their peers by consulting with them and engaging in collaborative problem solving before seeking assistance from the instructor. A class roster will be posted in the course Blackboard site to encourage and support communication.

Requirements

With the exception of class participation, additional information on all the course requirements will be provided by the instructor. The following are course requirements for which points have been allocated and from which the final grade will be determined.

1. Class Participation (15 points). Due to the course format, schedule and content, attendance in all virtual synchronous meetings is essential. Absences are reflected in a student’s grade. Students are encouraged to attend all classes, participate in all online discussions, interact with others in group work, and read the assigned material prior to each class.

2. Discussion Board Threads (15 points). Students will respond to online discussion threads and engage in asynchronous dialogue with the course community. To receive full credit, students must provide complete and thoughtful responses.

3. Staff Professional Development Plan (30 points). Students will create a staff professional development plan to help teachers: a) remain current on emerging technologies, b) understand the pedagogy involved in using technology in and across all classroom, and c) to best understand the importance of digital age learning. At a minimum the PD plan should include three components: 1) identify existing PD resources; 2) distinguish between one-time and continuing resources; and 3) identify local community opportunities with which to develop new PD assets. The PD plan should cover at least one school year and identify a minimum of ten resources. The plan should also include the outcomes of each PD session and potential evaluation measures for the session. The PD plan should also align with the student’s comprehensive school improvement plan (CSIP) and comprehensive district improvement plan (CDIP). The instructor will provide a sample PD plan.

4. Personal Professional Development Plan (30 points). Students will create a personal professional development plan that will assist them in: a) remaining current on emerging technologies, b) understanding the pedagogy involved in using technology in the classroom, and c) understanding the importance of digital age learning. At a minimum the PD plan should: identify existing PD resources; distinguish between one-time and continuing
resources; and identify local community opportunities with which to develop new PD assets. The PD plan should cover at least one school year and identify at least ten resources. The plan should also include outcomes of each PD session and potential evaluation measures. The PD plan should also align with the student’s comprehensive school improvement plan (CSIP) and comprehensive district improvement plan (CDIP). The instructor will provide a sample PD plan.

5. **Class Reflection (10 points).** At the end of this course, students will write a reflective self-evaluation regarding their experiences in the course. The self-evaluation should be a minimum of two pages of typed text, not including a title page (if applicable). There is no maximum length for your self-evaluation - it should be long enough to thoroughly and completely address the issues you have chosen to discuss. At the very least, your self-evaluation should include a discussion of how, as a result of the course, you have grown both intellectually and personally and how you feel your preparation as a school technology leader has been enhanced. Your self-evaluation also should show evidence of reflection upon the topics we have covered in class and the information you have learned. Neither the format nor your approach to your reflective self-evaluation is prescribed. Creativity is both allowed and encouraged. Possible approaches to this assignment could include a simple, descriptive monograph; a question-and-answer format; a poem; a play; a web site; or any other format that you choose, as long as it satisfies the above requirements. Writing in first-person voice is acceptable for this assignment. You should utilize a new Web 2.0 tool (i.e., wiki, blog, video, podcast, Prezi, social bookmarking, social networking, etc.) in your reflection.

**Grading Scale**

Course grades are based on a cumulative point total. The relative weighting for each of these expectations is presented in the matrix below.

<table>
<thead>
<tr>
<th>Class Assignments/Expectations</th>
<th>Objectives Met:</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Class Participation</td>
<td>N/A</td>
<td>15</td>
</tr>
<tr>
<td>2. Discussion Board Threads</td>
<td>1, 2</td>
<td>15</td>
</tr>
<tr>
<td>3. Staff Development Professional Development Plan</td>
<td>1, 2, 3</td>
<td>30</td>
</tr>
<tr>
<td>5. Personal Professional Development Plan</td>
<td>1, 4</td>
<td>30</td>
</tr>
<tr>
<td>5. Class Reflection</td>
<td>1, 2, 3</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total points for non-doctoral students</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Grades will be assigned according to the following scale: A=90-100%, B=80-89%, C=70-79%, E=<70%. Course credit: 3.0 graduate hours.

**Schedule**

<table>
<thead>
<tr>
<th>Class Session</th>
<th>Topics</th>
<th>Readings</th>
<th>Products Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Virtual Synchronous Meeting</td>
<td>Course introduction, Syllabus, objectives, and expectations</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Introduction</td>
<td><em>How do school technology leaders support the professional development of teachers and staff?</em></td>
<td>Discussion Threads</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required Reading and Activities</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Christensen (Chapters 1-2)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td><strong>Suggested Readings and Activities</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td><strong>Planning Professional Development</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>How do school technology leaders plan for the professional development of teachers and staff?</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Required Reading and Activities</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Christensen (Chapters 3-4).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Staff Development Professional Development Plan</em></td>
<td></td>
</tr>
</tbody>
</table>

### Suggested Readings and Activities

4. Review: Technology Support Index

<table>
<thead>
<tr>
<th>5</th>
<th>Virtual Synchronous Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6</th>
<th>Supporting Professional Development around Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>How do school technology leaders plan for the professional development of teachers and staff?</td>
</tr>
<tr>
<td></td>
<td>Required Reading and Activities</td>
</tr>
<tr>
<td></td>
<td>1. Christensen (Chapter 5-6).</td>
</tr>
<tr>
<td></td>
<td>Discussion Threads</td>
</tr>
<tr>
<td></td>
<td>Personal Professional Development Plan</td>
</tr>
<tr>
<td></td>
<td>Suggested Readings and Activities</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Virtual Synchronous Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● Professional development continued</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Personal Learning Networks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● How do school technology leaders engage others and self in technology focused professional development?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Required Reading and Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Christensen (7-8).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Virtual Synchronous Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● Professional learning networks</td>
</tr>
<tr>
<td></td>
<td>● Disruptive innovations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sustaining Technology Focused Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● How do school technology leaders sustain effective technology focused professional development?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Required Reading and Activities</th>
</tr>
</thead>
</table>

|   | Class Reflection                                                                            |

EDL 663 Course Syllabus 1-30-11
1. Christensen (Chapter 9).
Bibliography


