

REQUEST FOR NEW COURSE

1. General Information.				
a.	Submitted by the College of: Education	Today's Date: 11/30/09		
b.	Department/Division: Educational Leadership Studies			
c.	Contact person name: Tricia Browne-Ferrigno	Email: tricia.ferrigno@uky.edu	Phone: 257-5504	
d.	Requested Effective Date: <input checked="" type="checkbox"/> Semester following approval OR <input type="checkbox"/> Specific Term/Year ¹ : _____			
2. Designation and Description of Proposed Course.				
a.	Prefix and Number: ELS 610			
b.	Full Title: Distributed Leadership in Schools			
c.	Transcript Title (if full title is more than 40 characters): Distributed Leadership in Schools			
d.	To be Cross-Listed ² with (Prefix and Number): _____			
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.			
	____ Lecture	____ Laboratory ¹	____ Recitation	____ Discussion
	____ Clinical	____ Colloquium	____ Practicum	____ Research
	____ Seminar	____ Studio	1 hrs weekly Other – Please explain:	Hybrid (online, face-to-face)
f.	Identify a grading system: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail			
g.	Number of credits: 1			
h.	Is this course repeatable for additional credit?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	If YES: Maximum number of credit hours: _____			
	If YES: Will this course allow multiple registrations during the same semester?			YES <input type="checkbox"/> NO <input type="checkbox"/>
i.	Course Description for Bulletin: ELS 610 is the study of distributed leadership research and related teacher leadership roles and responsibilities through readings, assignments, and collegial			

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)

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discussion. Emphasis placed on building connections between course concepts and activities and students' professional work.

j. Prerequisites, if any: None

k. Will this course also be offered through Distance Learning? YES⁴ NO

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. Will this course be taught off campus? YES NO

4. Frequency of Course Offering.

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

b. Will the course be offered every year? YES NO
If NO, explain: _____

5. Are facilities and personnel necessary for the proposed new course available? YES NO
If NO, explain: _____

6. What enrollment (per section per semester) may reasonably be expected? 15-20

7. Anticipated Student Demand.

a. Will this course serve students primarily within the degree program? YES NO

b. Will it be of interest to a significant number of students outside the degree pgm? YES NO
If YES, explain: ELS 610 may be taken by any graduate student interested in topic.

8. Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

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? YES NO
If YES, name the proposed new program: _____

b. Will this course be a new requirement⁵ for ANY program? YES NO
If YES⁵, list affected programs: MEd in Educational Leadership Studies

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500? 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.)

⁴ You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

⁵ In order to change a program, a program change form must also be submitted.

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b.

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.

ELS 610
Distributed Leadership in Schools

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

Course Syllabus
XXX Semester, XXX Year

Section XXX
(1 credit hour)

Hybrid Course Delivery
Predominantly independent study supplemented with
online activities, fieldwork, and two class sessions
(Sessions 1 and 5 in class, Sessions 2-4 online)
XXX (day) XXX (time) PM
UK Campus Location TBA

Contact Information

Instructor:	Kellie Terry, PhD
Office:	015 Dickey Hall
E-mail address:	kellie.terry@uky.edu
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Cell phone:	(517) 648-3727 (emergency only)
Home phone:	(859) 577-1435 (no later than 9 PM)
Office hours:	By appointment (preferably made via e-mail)
Virtual office hours:	TBA
Campus address:	Department of Educational Leadership Studies 015 Dickey Hall, College of Education University of Kentucky Lexington, KY 40506-0017
Department phone:	(859) 257-8921
Department fax:	(859) 257-1015
Department Web site:	http://education.uky.edu/EDL/

Course Description in UK Bulletin

ELS 610 is the study of distributed leadership research and related teacher leadership roles and responsibilities through readings, assignments, and collegial discussion. Emphasis placed on building connections between course concepts and activities and students' professional work.

Major Course Objectives

The purpose of this course is to increase teachers' understanding of the research base for distributed leadership in schools, shifting the focus from school leaders acting alone, to leadership practice stretched over school leaders, teachers, and other stakeholders within the school context. Upon successful course completion, students will

- Understand the research base for distributed leadership, including study findings supporting the efficacy of the distributed leadership framework;
- Understand the relationships between distributed leadership practice, essential leadership functions, and classroom practice;
- Understand factors that enhance or inhibit effective distributed leadership practices;
- Know how to use the distributed Leadership framework in collaboration with other educational stakeholders as a conceptual and design tool for viewing and improving leadership practices; and
- Describe distributed leadership roles and responsibilities for teacher leaders and apply to educational practice.

Required Course Textbook and Readings

Professional reading and reflection are fundamental components of this course. The text listed below builds essential understanding of the distributed leadership framework, described by Spillane and others¹ through school-based case studies. Additional readings are included in the course calendar to enrich students' understanding of course concepts.

McBeth, M.E. (2008). *The distributed leadership toolkit: Essential practices for successful schools*. Thousand Oaks, CA: Corwin Press.

Required Instructional Technology

This course requires use of information technology: Students are expected to have regular access to a personal computer and the Internet 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>.

¹ (e.g., Spillane, J., Diamond, J., & Jita, L., 2003; Spillane, J., Hallet, T., & Diamond, 2003; Spillane, J. Halverson, R., & Diamond, J., 2004; Spillane, J., 2006)

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-12 educators as they study, observe, and work in P-12 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 class meetings.

Canceled Class. If a class meeting must be canceled due to bad weather or other unforeseen circumstances, I will make every possible effort to contact you in sufficient time to avoid an unnecessary travel.

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.

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

Distance Learning Considerations

This course requires use of information technology: Students are expected to have regular access to a personal computer and the Internet 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>.

Teaching and Academic Support Services. Contact the UK Teaching and Academic Support Center for assistance via the Web (<http://www.uky.edu/TASC/>) or via telephone (859-257-8272).

Procedures for Resolving Technological Problems. Contact the UK Information Technology Customer Service Center via the Web (<http://uky.edu/UKIT>) or telephone (859-257-1300).

Information on Distance Learning Library Services: The UK Library provides support for distance-learning students via the Web (www.uky.edu/Libraries/DLLS). You may also contact the DL Librarian, Carla Cantagallo, directly via electronic mail (dlservice@email.uky.edu) or telephone (859-257-0500 x 2171 or 800-828-0439).

Document Delivery and Interlibrary Loan Services. Contact the UK Library to request book not at UK via http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16.

Students with a Documented Disability. The UK Disability Resource Center (<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>) provides support for those needing accommodations. Contact Jacob Karnes, Jr., Associate Dean of Students and Director of the Disability Resource Center, via e-mail (jkarnes@email.uky.edu) or telephone (859-257-2754) if you have a documented disability that requires academic accommodations in this course. The Center will require current disability documentation. When accommodations are approved, the Center will provide me a letter that details the recommended accommodations for you.

Maximum Timeframe for Responding to Student Communications. Electronic mail addressed to kellie.terry@uky.edu is the best method for communicating with me. I shall make every effort to respond to electronic mail messages within 48 hours excluding weekends or holidays or when the automatic reply is an out-of-office message. In case of emergency, please call my office (859-257-2570) or the EDL office (859-257-8921).

Collaboration with School Partners

In accordance with requirements from the Kentucky Education Professional Standards Board (EPSB) to include partners, input from the Central Kentucky Educational Cooperative (CKEC), Fayette County Public Schools (FCPS) and the Southern Association of Colleges and Schools (SACS) personnel are involved in the design and delivery of this course.

Standards-based Curriculum

ELS 610 is an elective course for the MEd in Educational Leadership Studies designed to meet the requirements established by the Kentucky Educational Professional Standards Board (EPSB). Thus, course content is based on the Interstate School Leaders Licensure Consortium (ISLLC) *Standards for School Leaders* adopted by Kentucky in 1998 and updated in 2008.² Although ELS 604 focuses specifically on distributed leadership in schools, the four central, recurring themes within the original standards provide a framework for teacher leadership including:

- A Vision for Success
- A Focus on Teaching and Learning
- An Involvement of all Stakeholders
- Demonstration of Ethical Behavior (Hessel & Holloway, 2002, p. 21)³.

This course is also structured to align with these other professional standards:

The advanced-level performance **Kentucky Teacher Standards (KTS)** are integrated into content, assignments, and assessments as noted in Regulation 16 KAR 5:0101 Section 12 and the master's redesign guidelines as adopted by the EPSB in 2007. The complete list of standards and indicators are available at <http://www.kyepsb.net/teacherprep/standards.asp>. ELS 610 addresses the following specific Kentucky Teacher Standards: KTS 8 Collaborate Others; and KTS 10 Provide Leadership.

² Council of Chief State School Officers. (2008). *Educational Leadership Policy Standards: ISLLC 2008*.

Washington, DC: Author. Available at <http://www.ccsso.org/publications/details.cfm?PublicationID=365>

³ Hessel, K. & Holloway, J. (2002). *A framework for school leaders: Linking the ISLLC Standards to practice*. Princeton, NJ: Educational Testing Service.

The Kentucky Education Professional Standards Board adopted the **Interdisciplinary Early Childhood Education (IECE) *New Teacher Standards for Preparation and Certification: Interdisciplinary Early Childhood Education Birth to Primary*** and now requires use of the 2003 revised version. The IECE standards are closely aligned with KTS and integrated as appropriate into ELS 610 content, assignments, and assessments. A copy of the revised standards is available at <http://www.kyepsb.net/teacherprep/iecestandards.asp>

The International Society for Technology in Education (ISTE) has developed a set of standards and performance indicators for administrators, teachers and students⁴. Courses in the MEd in Educational Leadership Studies, however, focus specifically those for administrators as a means to inform and guide teachers when collaborating with their peers and principals to assure school-wide student learning. The National Educational Technology Standards for Administrators (NETS·A) are available at http://www.iste.org/Content/NavigationMenu/NETS/ForAdministrators/2009Standards/NETS-A_2009.pdf

Quality of Student Work

Unless specified otherwise, all papers submitted to me must be presented in the writing style and format described in the fifth edition of the *Publication Manual of the American Psychological Association*⁵, specifically those found on pages 296-320. All papers must be word-processed in **Times New Roman 12-point font**. Students are expected to follow rules of usage and principles of composition⁶. 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 (p. 9). Unless specified differently in the assignment guidelines, each written assignment is to be delivered me as an attachment to an e-mail message addressed to kellie.terry@uky.edu and sent no later than 10:00 AM on the due date. Late assignments will be accepted only in cases of extreme emergencies, and the decision to accept late work is solely at my discretion.

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

⁴ <http://www.iste.org/AM/Template.cfm?Section=NETS>

⁵ American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

⁶ Strunk, W., Jr., & White, E. B. (2000). *The elements of style* (4th ed.). New York: Longman.

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 me. A class roster will be posted in the course Blackboard site to encourage and support communication.

Course Requirements and Expectations

Unless specified otherwise, all assignments must be submitted to me electronically as an attachment to an e-mail message or posted on Blackboard **no later than 10:00 AM on the due date**. Guidelines for course assignments will be posted on the course Blackboard.

1. **Individual Reflections.** Students will respond to questions posed by me in Blackboard and engage in asynchronous dialogue with their class peers or reply to Web-based surveys. To receive credit, students must respond by the due dates appearing in the course calendar (p. 8) or published in the assignment guideline posted in Blackboard.
2. **Class Participation.** Students are expected to attend the two class meetings, actively participate in discussions and activities, and complete independent work as presented on the course calendar.
3. **Distributed Leadership Tools.** Working individually and in collaboration with school colleagues, students will complete reflective leadership assessments to build understanding of current leadership practices in their work settings. These include the Leadership Impact Survey, Organizational/Leadership Routines map, Vertical Leadership Component map, Identified Leadership Practices, and Shaping of Leadership Functions. Completion of these products requires reflection on current leadership practice and recommendations for next steps to improve leadership practice.
4. **Final Reflection.** Students will write a summative reflection of what they’ve learned through course readings and assignments, demonstrating an understanding of the Distributed Leadership framework for improving leadership practice and student learning outcomes.

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.

Class Assignments/Expectations	Points Possible
1. Leadership Impact Survey/Analysis	15
2. Initial Reflection	5
3. Organizational/Leadership Routines/Analysis	10
4. Vertical Leadership Component Map/Analysis	10
5. Identified Leadership Practices	10
6. Shaping Leadership Functions/Analysis	15
7. Final Reflection	15
8. Class Participation	20
Total Points	100

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

Course Calendar

Week	Class Sessions	Topic	Reading Assignments	Products Due
1	In Class	<ul style="list-style-type: none"> ▪ Evolution of leadership paradigms ▪ Personal narratives of leadership ▪ Distributed Leadership framework: definition, key terms, and model 	<ul style="list-style-type: none"> ▪ “Distributed Leadership: What’s All the Hoopla?” (Spillane, n.d.) ▪ McBeth, Ch 1-2. 	
2	Online	<ul style="list-style-type: none"> ▪ Distributed Leadership research ▪ Essential Leadership Functions ▪ Distributed Leadership Practice: Routines, Tools, and Structures 	<ul style="list-style-type: none"> ▪ McBeth, Ch. 3. ▪ “How Leadership Influences Student Learning” (Leithwood, et. al., 2004). 	<ul style="list-style-type: none"> ▪ Leadership Impact Survey (McBeth, 2008) ▪ Initial Reflection
3	Online	<ul style="list-style-type: none"> ▪ Applying Routines, Tools, and Structures to Classroom/School Practice ▪ DL Design Concepts 	<ul style="list-style-type: none"> ▪ McBeth, Ch. 4 ▪ “What Do We Know About Teacher Leadership” (York-Barr & Duke, 2004). 	<ul style="list-style-type: none"> ▪ Organizational/Leadership Routines (McBeth, 2008) ▪ Vertical Leadership Component map(McBeth, 2008)
4	Online	<ul style="list-style-type: none"> ▪ Teacher Leadership Roles and Functions ▪ Factors That Enhance or Inhibit DL Practices 	<ul style="list-style-type: none"> ▪ McBeth, Ch. 5 	<ul style="list-style-type: none"> ▪ Identified Leadership Practices (McBeth, 2008)
5	In Class	<ul style="list-style-type: none"> ▪ Using the Distributed Leadership Framework for Improving Classrooms and Schools 	<ul style="list-style-type: none"> ▪ McBeth, Ch. 6 	<ul style="list-style-type: none"> ▪ Shaping of Leadership Functions (McBeth, 2008) ▪ Final reflection

Courses Resources

McBeth, M. E. (2008). *The distributed leadership toolkit: Essential practices for successful schools*. Thousand Oaks, CA: Corwin Press.

Leithwood, K., Louis, K., Anderson, S., & Wahlstrom, K. (2004). *How leadership influences student learning*. Wallace Foundation Report Executive Summary. Retrieved May 15, 2009, from <http://www.wallacefoundation.org/SiteCollectionDocuments/WF/Knowledge%20Center/Attachments/PDF/HowLeadershipInfluences.pdf>

Spillane, J. P.(n.d.). Distributed leadership: What's all the hoopla? Retrieved May 13, 2009, from http://www.northwestern.edu/ipr/publications/papers/Spillane_DistribLead.pdf

York-Barr, J., & Duke, K. (2004). What do we know about teacher leadership? Findings from two decades of scholarship. *Review of Educational Research*, 74(3), 255-316.

Additional Resources

Camburn, R., Rowan, B., & Taylor, J. (2003). Distributed leadership in schools: The case of elementary schools adopting comprehensive school reform models. *Education Evaluation and Policy Analysis*, 25(4), 347-373.

Gronn, P. (2003). The new work of educational leaders: Changing leadership practice in an era of school reform. London: Paul Chapman.

Hargreaves, A., & Fink, D. (2004, April). The seven principles of sustainable leadership. *Educational Leadership*, 63(8), 8-13.

Harris, A., & Lambert, L. (2003). *Building leadership capacity for school improvement*. Milton Keynes, U.K.: Open University Press.

Heller, M. F., & Firestone, W.A. (1995). Who's in charge here? Sources of leadership for change in eight schools. *Elementary School Journal*, 96(1), 65-86.

Spillane, J. P. (2006). *Distributed leadership*. San Francisco, CA: Jossey-Bass.

Spillane, J. P. (2007). *Taking a distributed perspective: School leadership & management* [Powerpoint slides]. Retrieved May 13, 2009, from <http://www.sesp.northwestern.edu/dls/publications/presentations/>

Spillane, J. P., Diamond, J.B., & Jita, L. (2003). Leading instruction: The distribution of leadership for instruction. *Journal of Curriculum Studies*, 35(5), 533-543.

Spillane, J., Hallet, T., & Diamond, J. (2003). Forms of capital and the construction of leadership: Instructional leadership in urban elementary schools. *Sociology of Education* 76(1), 1-17.

Spillane, J., Halverson, R., & Diamond, J. (2004). Towards a theory of leadership practice: A distributed perspective. *Journal of Curriculum Studies*, 36(1), 3-34.

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>).

Course Number and Prefix: **ELS 610**

Date: November 17, 2009

Instructor Name: Kendall (Kellie) Terry

Instructor Email: kellie.terry@uky.edu

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. | <p>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?</p> <p>ELS 610: Distributed Leadership in Schools (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.</p> <p>Web-based (Blackboard, Bb) course delivery methods will be used for 60% of individual student engagement and course interactions (i.e.) 3 Bb and 2 Face-to-face seminars. Blackboard assignments described in the syllabus include: (1) Individual Reflections: Students will respond to Discussion Questions posed by the instructor in Blackboard, engage in asynchronous dialogue with their class peers, or reply to Web-based surveys ; (2) Class Participation: Students are expected to attend the two class meetings, actively participate in discussions and activities, and complete independent work as presented on the course calendar; (3) Distributed Leadership Tools: Students will complete reflective leadership assessments to build understanding of current leadership practices in their work settings; and (4) Final Reflection: Students will write a summative reflection of what they've learned through course readings and assignments, demonstrating an understanding of the Distributed Leadership framework for improving leadership practice and student learning outcomes. Class and Blackboard (Bb) 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 Blackboard will enhance critical thinking.</p> |
| 2. | <p>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.</p> |

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

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>The course is designed as a hybrid that combines classroom-based and online (Web-based) learning and teaching formats. The Distance Learning experience for students enrolled in this hybrid course is based on a cohort model and will be comparable to classroom-based instruction. The web-based, Blackboard 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 methods. Student performance is assessed by the instructor by thorough participation in and monitoring of asynchronous, on-line interactions, observations of in-class discussions, feedback on Individual Reflections (on-line), and evaluation of DL Tools and the Final Reflection Paper (see syllabus).</p>
3.	<p>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.</p> <p>This hybrid course (online and classroom-based) course will use University of Kentucky Blackboard system technology protects the integrity of studentwork by employing a password protected course portal. 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 "Students Rights and Responsibilities Handbook" and "the UK Graduate Bulletin." 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).</p>
4.	<p>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?</p> <p>Yes.</p> <p>If yes, which percentage, and which program(s)?</p> <p><i>100% of the proposed Masters of Education in Educational Leadership Studies curricula will be available via Distance Learning.</i></p> <p><small>*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.</small></p>
5.	<p>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?</p> <p>All students in this hybrid, DL 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</p>

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

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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/>). 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).

Library and Learning Resources

- | | |
|----|---|
| 6. | <p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>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 Blackboard Website. Additionally, any materials that may pose problems for students with limited bandwidth access to online resources (e.g. digital video classroom episodes for analysis) will be available via CD or DVD that can be mailed in that format to course participants upon request.</p> |
| 7. | <p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>Access is provided via students' personal computer proxy access to online library resources (see syllabus).</p> |

Student Services

- | | |
|----|---|
| 8. | <p>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 (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?</p> <p>Students are informed of the availability of University of Kentucky services in the syllabus (TASC, 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 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/)</p> |
|----|---|

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	(see syllabus).
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>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.</p>
10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any. <input type="checkbox"/> The technological requirements for the course. <input type="checkbox"/> 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). <input type="checkbox"/> Procedure for resolving technical complaints. <input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message. <input type="checkbox"/> Maximum timeframe for responding to student communications. <input type="checkbox"/> Language pertaining academic accommodations: <ul style="list-style-type: none"> <input type="checkbox"/> "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." <input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS) <ul style="list-style-type: none"> <input type="checkbox"/> Carla Cantagallo, DL Librarian <input type="checkbox"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6) <input type="checkbox"/> Email: dllservice@email.uky.edu <input type="checkbox"/> DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: _____ Instructor Signature: _____</p>

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11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL. Instructor Name: <i>Kendall Terry</i> Instructor Signature: <i>Kendall Terry</i> <i>Chair: Dr. Jan Pijak</i>
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Revised 8/09

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