Dear Participant,

You can earn graduate credit from Lindenwood University through your participation in this conference. In order to earn credit, you will complete the following steps:

1. Visit [https://applylu.lindenwood.edu/applicationws.asp](https://applylu.lindenwood.edu/applicationws.asp) to complete the Enrollment Form and pay $75 per credit hour with your credit card. (Tuition fees are non-refundable)

2. Fully participate in all activities

3. Complete the assignments and return by December 3rd, 2021

You can access an official grade report through the Lindenwood University student portal. Go to the student portal. Enter your username and password. The password will be provided from the university within 72 hours of registering. Go to My Grades on the left column under Administrative Services. Grade Type – select Final Grades.

Transcripts may be ordered online through Parchment using a credit card. Delivery options are “Send Now”, “After Degree is Awarded”, or “After Grades are Posted”. The cost for an electronic transcript is $8 per transcript. Official transcripts are sent directly to a college, employer or other agency and bear the university seal. Student copies may be sent directly to the student and are identified as such. The fee for either type of transcript is the same. Please let me know if I can further assist you. Have a great day!

The attached information will provide you with the requirements to earn graduate credit. If you have questions regarding your username/password or any other information, please feel free to contact me at jedler@lindenwood.edu or by phone at 636-949-4612.

Sincerely,

JENNIFER S. EDLER  EdD, MBA
Specialist, Professional and Continuing Education
636.949.4612 (o) / jedler@lindenwood.edu
Lindenwood University offers individuals the opportunity to earn graduate credit through the participation in professional conferences and the completion of assignments listed on a Conference Syllabus. To earn 1 graduate credit hour, all assignments indicated on this syllabus must be completed.

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<th>Assignments</th>
<th>Hours</th>
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<td>1. One paper describing multiple conference activities to be utilized in your work setting and discuss how it would support your building’s SMART goals or strategic plan or other programming already in place. (3 Pages minimum) (Implementation and assessment)</td>
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<td>2. Attend a minimum of 4 hours/sessions during the conference</td>
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<td>3. Extend your learning by reading one research-based journal article relevant to assignment 1. Explain how the article coupled with the session or sessions attended, will inform your classroom or school practices. Include link to article or attach article to review.</td>
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**Description of Assignment 1:**
Complete a paper describing one or more conference activities to be utilized in your work setting and show how it supports your instructional goals. (3 Pages minimum)
- Describe the learning outcomes expected from the participants in your work setting as a result of this instructional activity.
- Explain how you plan to measure the impact of this activity on the achievement level of your participants.

**Description of Assignment 2:**
Attend a minimum of 4 hours/sessions during the conference. Indicate the session title on the Conference Log Sheet, sign in the box on the right of each session entry, total and submit with all assignment(s) on syllabus. (Log sheet attached to syllabus)

**Description of Assignment 3:**
Extend your learning by reading one research-based journal article relevant to Assignment 1. Explain how the article coupled with the session or sessions attended, will inform your classroom or school practices. Include link to article or attach article to review.

**THE GRADE PLAN**

To earn a grade of “A”: Fully participate in conference activities, plan for the implementation of a conference activity in your work setting, and submit the minimum documentation required on the syllabus in a timely manner. In addition, submit one of the following:
- One paper describing multiple conference activities to be utilized in your work setting and discuss how it would support your building’s SMART goals or strategic plan or other programming already in place. (3 Pages minimum)
- Attend a minimum of 4 hours during the conference
- Extend your learning by reading one research-based journal article relevant to Assignment 1
**To earn a grade of “B”:** Fully participate in conference activities, plan for the implementation of a conference activity in your work setting, and submit the minimum documentation required on the Syllabus in a timely manner.

**To earn a grade of “C”:** Less than full participation in conference activities, and/or incomplete assignments that do not meet the standards of “A” or “B”.

Failure to meet the requirement of an “A”, “B”, or “C” will result in failure of the class.

The syllabus (and any additional materials) must be emailed to jedler@lindenwood.edu by Friday, December 3, 2021 for credit to be earned.

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<thead>
<tr>
<th>Session #</th>
<th>Title and Presenter</th>
<th>Student Signature</th>
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