Required Textbook:  *Practicing the Art of Leadership: A Problem-based Approach to Implementing the ISLLC Standards, second edition*, by Reginald Leon Green. (any edition is acceptable)

Required Orientation Meeting: You must attend either one of the required Orientation Meetings OR the Face-to-Face Meeting; failure to attend an Orientation Meeting PRIOR to submitting any WebCT/Blackboard Assignments will cause a reduction in the student’s grade for the course. The on-line orientation meetings are: **August 30th on-line; August 31st face-to-face at the Roanoke Higher Education Center; and September 1st on-line**. The on-line sessions will be held at [https://breeze.radford.edu/office](https://breeze.radford.edu/office). Please check your browser and internet to be sure you are able to access this site. Use your RU username to log into this site. If you are participating in the either of the on-line orientation meetings that you have earphones or a headset plugged into your computer, as I will be speaking to you through the virtual meeting application. You do not need to have a microphone, as your questions or comments will be presented in the “type/chat” format.

Required Virtual Meetings: There will be seven virtual meetings held during the semester, each student must attend four of the virtual meeting dates. **The meeting dates are: September 6, September 22, October 4, October 20, November 3, November 17, and December 6.** These meetings are at 6:30 PM. The virtual meetings are held at [https://breeze.radford.edu/office](https://breeze.radford.edu/office).

Optional Face to Face Meeting: There will be an orientation meeting held for EDEL 624 on **August 31st at the Roanoke Higher Education at 6:30 PM**. The room assignment will be sent to you prior to the class via RU e-mail.

Last Day to Submit Assignments is December 10th. You are required to complete a Pacing Guide in the first Introductory Module found in WebCT/Blackboard. This is a guide, you will not be penalized if you miss pacing guide dates BUT you cannot procrastinate and turn in all assignments at the end of the course. If you turn in all assignments at once at the end of the course, instead of in a timely manner during the course, you will receive an INCOMPLETE for the course.

Required Student Survey: ALL STUDENTS enrolled in EDEL 624 for the Fall semester must complete the required survey prior to starting ANY work in the course at this link: [http://tiny.cc/edel624](http://tiny.cc/edel624). Failure to submit this survey prior to the first submission of assignments in WebCT/Blackboard will cause a reduction in the student’s grade for the course.

Important Notes About WebCT/Blackboard, Breeze and Other Applications being used for this course

- Be sure you have an active RU username/e-mail account and are monitoring e-mail on a regular basis.
- Be sure you have a Google Account (G-mail)
✓ Be sure you have access to the internet
✓ Be sure you log into WebCT/Blackboard to be sure you have unrestricted access
✓ Be sure you have Adobe Reader installed on your computer
✓ Be sure you log into Breeze at https://breeze.radford.edu/office prior to the orientation meetings to be sure you are not “blocked” by filtering software
✓ Be sure you have submitted the necessary information by completing the survey noted above.
✓ Be sure you complete the Pacing Guide Assignment found in the INTRODUCTORY COMMENT module within WebCT/Blackboard AFTER completing the survey noted above.
✓ DO NOT USE THE ASSIGNMENT MODULE TO COMPLETE ASSIGNMENTS. USE THE MODULES TO FIND YOUR ASSIGNMENTS UNLESS DIRECTED OTHERWISE.
✓ All work will normally be reviewed and scored by the instructor within 24 hours of submission. Be sure you are checking for comments, score and/or returned assignments that need corrections and/or resubmissions.