

INSTRUCTIONAL LEADERSHIP & PROFESSIONAL DEVELOPMENT NEWSLETTER

MAY, 2009



FALL ORIENTATION MEETING

New candidates and those planning internships are to attend an orientation meeting to review policies and procedures, discuss internship requirements, portfolio development and documentation, and to meet advisors and university supervisors. The next ILPD Orientation Meeting is scheduled for **August, 18, 2009, 5:00-8:00 p.m., in Hawkins Hall, Room 304, on the Towson main campus.**

REGISTRATION INFORMATION

1. If you are participating in the executive format program, candidates should register for **all** classes they will be taking in a semester even if the second and/or third class do not begin until October or December.
2. When registering for a class on-line, all candidates are asked to please check the “Course Detail” to be sure they are enrolling in the correct section for partnership, location, time and dates. If a candidate enrolls in the wrong section, he/she may be billed an amount different from what is expected.
3. Anyone participating in a partnership course pays a Closed Contract Fee. This is a non-refundable, non-reimbursable processing fee that is owed to the University once a candidate registers for the class whether the candidate stays in or drops.
4. The second and third course in each semester is posted as “delayed billing” which means that candidates who are taking the later starting classes in the semester will not be billed until after the initial drop/add period – usually mid September for the fall and mid-February for the spring. Once that bill comes, the candidate has approximately 30 days to pay that bill before incurring a late fee. The first course of the semester is billed as soon as the candidate registers for the class. All candidates are encouraged to pay all bills in a timely manner. If you have any questions about billing, don’t wait to be sent to collections; contact the Bursar’s Office right away.

Schedule for Summer 2009 – Towson University Campus

Instructor	Course Title	Course #	Days/Time	Dates
B. Conley	Leadership & Group Dynamics	ILPD 668.001	(M) 4:30 pm-8:00 pm (W) 4:30 pm -8:00 pm HH 409	6/15, 6/22, 6/29, 7/6, 7/13 6/17, 6/24, 7/1, 7/8, 7/15
R. Thomas	Data-Based Decision Making	ILPD 740.001	(M) 4:30 pm – 8:00 pm (W) 4:30 pm – 8:00 pm HH 122	6/15, 6/22, 6/29, 7/6, 7/13 6/17, 6/24, 7/1, 7/8, 7/15
R. Stenersen	Leadership of the Schools	ILPD 716.001	(Tu) 12:00 pm – 4:00pm (Th) 12:00 pm – 4:00pm HH 122	6/16, 6/23, 6/30, 7/7, 7/14 6/18, 6/25, 7/2, 7/9, 7/16
J. Neapolitan	Transformational Leadership & Professional Dev	ILPD 742.030	MTW 4:30pm – 8:30pm HH 122	7/20, 7/21, 7/22, 7/27, 7/28, 7/29, 8/3, 8/4, 8/5

FALL 2009 – SPRING 2010 SCHEDULES: NEW 8-WEEK FORMAT

We are in the process of finalizing the schedule for Fall 2009 – Spring 2010. The schedule will be forwarded to you shortly. You should note that the new schedule has been modified. All courses at all centers will have the same starting and ending dates. This will ensure coordination of the program across the five off-campus locations in the Baltimore area. We are grateful to the good work of the Towson Learning Network (TLN) for helping us coordinate this effort that takes into account the schedules of the school systems our program serves. Finally, please note that the time of the classes will be changed to the following: **Wednesday classes will be from 5:00-8:00 p.m.; and Saturday classes will be 9:00-3:00 p.m.** This ensures that the appropriate number of contact hours be maintained for a 3-credit graduate course.

***New!!!!* INTERNSHIP POLICIES**

A grade of “I” or “Incomplete” for the internship is no longer acceptable as automatic carry-over to the following semester. We are now required by the university to change the billing process for the internship. ALL internships will be billed directly to the student for the full cost of the course upon individual enrollment. Upon completion of the internship, students will then be able to submit transcripts for reimbursement to the employing school system.

Furthermore, those who enroll in the “spring” internship, but do not complete the internship by August 1, (or the “fall” internship and do not complete by January 21) will be required to enroll for one continuing credit for the following semester. No grade for any aspect of the internship in this first year will be recorded until all internship requirements are met. Students unable to complete the internship after the two semesters (or one year) will be required to enroll anew for the entire internship and take this as a new course.

REGISTRATION FOR GRADUATION

ALL degree requirements must be completed on or before the scheduled date for graduation. Courses and requirements not completed will necessitate conferring the degree in a future semester. University dates and timelines for application for graduation, graduation clearances and reporting earned degrees are firmly fixed and are published. Faculty and candidates are required to operate within this established timeframe.

- ◆ Grades for courses cannot be recorded and posted individually for those enrolled in a course. Instructors are required to enter all grades for those in the course (including the internship) at the same time. Those who have not completed the course when grades are entered will be issued a grade of “I” or “Incomplete.”
- ◆ All candidates are informed of the time limitations and sequence of events for the program. A candidate’s decision to spontaneously change career plans is not the university’s responsibility to accommodate or expedite.
- ◆ ***All*** candidates enrolled in programs leading to Administrator I certification **must apply for graduation to bring closure to the program.** This is separate from your decision to attend or not attend Commencement exercises!
- ◆ Master’s degree candidates are to indicate the degree as the Master of Science (*MS in Human Resource Development/Educational Leadership Track*).
- ◆ Those in the 18 credit post-master program indicate the degree as the Certificate of Advanced Study (*CAS in Organizational Change/Administrator I Track*).
- ◆ The Online Application for Graduation form is available through the link to the Graduate School. Deadline for filing the Summer (August) Graduation application is:

• *June 1, 2009*

COMPREHENSIVE EXAMINATION

ALL Administrator I Candidates (both Masters and CAS candidates) must take and pass the 3-hour comprehensive examination prior to completing the internship. The exam may be taken electronically at multiple times during the year. Send an email to Ms. Rene Davis (radavis@towson.edu), Dr. Jane Neapolitan (jneapolitan@towson.edu) and your site advisor to request the examination. Instructions and the exam are sent electronically. Candidates must take the exam in one 3-hour sitting. **The next administration of the exam will be:**

June 1 - 15
August 1 - 15

Enrollment After Course Begins

All graduate students enrolled in our Administrator I programs are required to register for courses prior to the start of the course. Late registration **ONLY** may occur within the “Drop/Add” period, usually ending with the second class meeting. Students are responsible for investigating any problem with their own course registration. Students not

officially enrolled after the second class meeting will NOT be allowed to sit in the class. Late enrollments are not an option and *no grades will be issued for late enrollments.*

HELPFUL CONTACTS FOR PROBLEMS AND INQUIRIES

ILPD Office

Administrative Assistant	Ms. Rene Davis	410-704-4623	radavis@towson.edu
Acting Department Chair	Dr. Jane Neapolitan	410-704-4954	jneapolitan@towson.edu
Teachers for Tomorrow	Dr. Marilyn Nicholas	410-704-2987	mnicholas@towson.edu
Center for Leadership	Dr. Michael Hickey	410-704-5038	mehickey@towson.edu

Towson Learning Network (TLN) Office

Coordinator for ILPD Off-campus Programs	Mr. John Desmone	410-704-2349	jdesmone@towson.edu
TLN Administrative Assistant	Ms. Mary Ann Erdman	410-704-2639	merdman@towson.edu
Director of TLN	Ms. Beverly German	410-704-5382	bgerman@towson.edu

Graduate School Office

Admissions	Ms. Fran Musotto	410-704-2501	fmusotto@towson.edu
Admissions	Ms. Erika Carlson-Hiles	410-704-2501	ecarlson@towson.edu
Graduation Clearance	Ms. Laura Amos	410-704-3092	lamos@towson.edu

Bursar's Office

Billing disputes	Ms. Susan Glaeser	410-704-6231	sglaser@towson.edu
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Enrollment Services

Class Enrollment and Grade Recording	Ms. Jean Foley	410-704-2020	jfoley@towson.edu
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Dowell Health Center

Immunization Records and Holds	Dr. Jane Halpern	410-704-2466	jhalpern@towson.edu
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