

**Credit Requirements for  
The 11<sup>th</sup> Annual Summer Institute:**

June 2008

Via

University of Wisconsin – Madison

Department of Educational Leadership & Policy Analysis

305-502 Section 002 or 003

Class # 37688 or 37689

Dr. Eric P. Hartwig, Instructor

*Course Title:*

305-502 Section 002 or 003: Workshop in Educational Leadership & Policy Analysis:  
Special Education Law Seminar

*Instructor of Record:*

Eric P. Hartwig, Ph.D.

*Course Overview:*

This course will provide current information and research from a number of experts in the field and will address topics including, but not limited to: collaborative services in general education, RtI, dispute resolution, IDEIA regulations, proposed rule making for identifying students with learning disabilities, parental rights and updates on the law including seclusion, restraint and other general disciplinary procedures.

The Institute and course content has been designed to address the complex legal and educational issues stemming from policies, practice, and professional responsibilities. Participants will have the opportunity to develop a professional plan of action improve instructional practices to help insure that all students may receive services commensurate with their needs.

Participants must:

- ***Attend the entire Institute and class meetings.*** There will be a pre-class meeting on Wednesday, June 18, from 9:30 a.m. – 11:45 a.m. prior to the Institute; the Institute will be June 18 p.m. and 19, 2008 at the Fluno Center in Madison, Wisconsin.
- Submit a high quality professional plan of action that:
  - Demonstrates what you have learned at the Institute.

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- Applies what you learned at the Institute in your school/district.
- The amount of time and extensiveness of your project depends on the number of credits you have enrolled for:
  - 2 credits = 12 hours of work beyond the Institute time.
  - 3 credits = 24 hours of work beyond the Institute time.

### Acceptable Projects:

- A paper/journal that describes what you learned at the Institute and how you will apply it generally or to a specific case in your school/district (Length 5 – 20 pages).
- A revision of current policy or policies in your school/district, based on what you learned at the Institute (please include a detailed, written rationale on why the change is needed, input you will seek for the change, and how you will inform others of the change.)
- An analysis of a specific situation in your school/district (case study), and how what you learned at the Institute informs your case.
- A staff development module on a topic/topics discussed at the Institute (please include a detailed, written rationale for how staff development is needed in this area, who is the focus of the training, how you will include others in the training, how you will evaluate the training).

### Project Criteria.

- All projects must include a plan that demonstrates how you will apply information from the course to enhance professional knowledge. References must be annotated with information synthesized into the project and they must include pertinent information (e.g., author, title, source) with relevance to the overall focus of the project.

All projects have a written component. It must be typed in standard font, doubled-spaced with one-inch margins. Grading will be based on the following criteria:

- Writing that is clear, concise.
- Writing that is free of grammatical and spelling errors.
- Writing that is thoughtful, analytical.
- Writing that is well-structured.

## 2008 Summer Institute Syllabus

- Writing that draws from and refers to specific sessions at the Institute.
- Writing that is content driven.
- Writing that draws from literature outside the Institute.
- References/citations that are properly documented APA style.

**Projects are due on July 21, 2008** and should include a signed statement by the student, noting the number of credits registered for, verification of attendance at the entire Institute from Marathon County Special Education and the number of hours completed for the credit differentiation (2-3). Projects must be mailed to: Dr. Eric P. Hartwig, Administrator, Marathon County Special Education, 1200 Lakeview Drive, Suite 350, Wausau, WI 54403-6707. The project will be returned to the student, if a stamped, self-addressed envelope is provided. Instructor comments will be included.

### *Questions on Course Requirements:*

Contact: Dr. Eric P. Hartwig, Administrator, Marathon County Special Education, 1200 Lakeview Drive, Suite 350, Wausau, WI 54403; Phone: 715-261-1980; Fax: 715-261-1981; or e-mail: [ehartwig@dwave.net](mailto:ehartwig@dwave.net)

Please let Dr. Hartwig know if there needs to be any special accommodations in the course to enable full participation.

### *Questions on Course Registration:*

Contact: Shari Smith, Student Services Coordinator at [ssmith@education.wisc.edu](mailto:ssmith@education.wisc.edu) or 608-263-2701.

**After registering for the 11<sup>th</sup> Annual Institute, if you think you are interested in earning UW-Madison credit for the coursework built around the Institute, apply now.**

### *Enrollment:*

#### **Special Students Option**

To enroll as a special student, see [www.education.wisc.edu/elpa](http://www.education.wisc.edu/elpa). You'll find the instructions via the "Special Student Enrollment" link under "Admissions" on the left side of the page. Enroll in Course 305-502, Section 002, Class Number 37688.

---OR ---

### **Students Currently Enrolled in a UW-Madison Graduate Program**

If you are currently enrolled as a graduate student at the University, you must follow the procedures for graduate enrollment as listed in the timetable and register for Course 305-502, Section 003, Class Number 37689.

#### *Course Application Deadline:*

Please allow three weeks to process your application; apply by Memorial Day (May 26, 2008) to ensure admission prior to the beginning of the class.

#### *Grades*

Grades are based on completion of individual components within standards identified in the course outline. Assessment of student performance is conveyed by the following symbols:

- A Superior graduate work indicating exemplary achievement and initiative.
- AB Above average work at a graduate level but without the element of exemplary scholarship.
- B Adequately meets basic expectations of graduate work in terms of product and research.
- BC Stated course requirements met but with marginal research and product.
- C Minimal course requirements are met at the lowest level acceptable for graduate work.

#### *Grade Reporting*

After completion of the summer term on August 10, grades will be forwarded to the university by Dr. Eric P. Hartwig. **Final grades are available only from the university.** You may log in and print a copy of the grade report using MY UW-Madison at <http://my.wisc.edu>

The University no longer mails grade reports automatically. If you need a paper copy of your grade report mailed to you, request that on MY UW-Madison under the My Record tab. If you do not have MY UW-Madison access, call the Division of Information Technology (DoIT) help desk at 608-264-HELP, or e-mail [help@doit.wisc.edu](mailto:help@doit.wisc.edu)