



Lynchburg College
Graduate Credit Opportunity 2017
1 hour credit / \$275 tuition

EDCI 650 PROFESSIONAL LEARNING COMMUNITIES (1 credit hour) Introduction to the concepts that underlie professional learning communities (PLC) and the principles for their application in elementary, middle, and secondary schools. The course is offered in conjunction with participation in training institutes and workshops on PLC.

Please note: The admissions process, payment, course enrollment, and assignment should be completed during the same term in which you attended the PLC workshop.

Step 1: Admissions Process

Submit the following **two items** to the Office of Enrollment Services, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501:

- A. Lynchburg College Graduate Non-degree online application available at <https://admissions.lynchburg.edu/apply/> and be sure to indicate EDCI 650 as your reason for enrollment;
- B. An **official** transcript reflecting your bachelor's or master's degree.

When all items are received and reviewed, your admissions letter will be sent to you via email.

Step 2: Course Registration

The admissions email will contain directions for payment and subsequent enrollment in the course for the applicable term: spring term –January through April; summer term -May through July; and fall term – August through November. Payment is expected prior to enrollment, and grades will not be awarded nor will transcripts be released if your account has a balance due

Step 3: Assignments

Once you are enrolled in the course, you may submit the required written assignments. Please submit all assignments in **one WORD** document. Separate the assignments with the specific headings as underlined below. Written assignments are as follows:

- A 3-5 page **summary and critical analysis** of the PLC workshop (Word format only). The assignment should include a cover page indicating the name and date of the specific institute/conference attended.
- A **book review** of *Learning by Doing* which is provided during the institute/workshop.
- **Reflection** for each day (3 reflections) of the institute/workshop indicating the big idea and key concepts learned.
- A copy of your certificate of participation from Solution Tree. (Copies can be obtained from The Events Team at Solution Tree at Events@solution-tree.com .)

Please submit your assignments electronically as one WORD document attachment directly to plconline@lynchburg.edu prior to the end of the term for which you are enrolled.

Transcript Request

Upon completion of the course, the transcript request form can be accessed at <http://www.lynchburg.edu/x4309.xml>. Transcripts will be available at the conclusion of each term: mid-May for spring terms, mid-August for summer terms, and late December for fall terms.

Refunds/Withdrawals

No refunds can be granted once tuition fees are paid.

Additional Information

Please contact: Dr. Bobbi Johnson, Admissions Coordinator for Graduate/Special Programs, at 434.544.8513 or Johnson_bf@lynchburg.edu.

Thank you for your interest in earning graduate credit at Lynchburg College.