

UNIVERSITY OF
LOUISVILLE[®]

**COLLEGE OF EDUCATION
& HUMAN DEVELOPMENT**

2014-15 Student Handbook

**Bachelor of Science Degree in Organizational Leadership
and Learning**

Department of Leadership, Foundations, and Human Resource Education
College of Education and Human Development
University of Louisville



Table of Contents

Prospective Students 4-19

Welcome Prospective Students	4
Staff Contact Information	5
Program Description	6
A Student's Perspective Description.....	7
Degree Program Tracks	8
Enrolling in the Program.....	10
Scholarship Information	11
Degree Components	12
Prior Learning Assessment.....	15
Online Learning Option.....	16
Student Learning Outcomes	17
Locations.....	17
University Information	18

Current Students 21-40

Currently Enrolled Students.....	20
Helpful Website Information.....	21
Academic Advising	23
Degree Components	24
Prior Learning Assessment Procedures	27
Prior Learning Assessment Guidelines	27
Prior Learning Assessment Credits	28
Prior Learning Assessment Award Notification	30
Graduation Process Requirements	31
Practicum Application Process.....	31
Getting Ready to Graduate	31

Apply for degree check..... 31
Graduating With Honors 32
How to Apply for Your Degree 32
Get Ready to Enter the Workforce or Graduate School..... 32
You Did It!..... 32
Alumni Association 33
Academic Standing Requirements 34
Plagiarism Policy 35
University Technology 37
Organizational Leadership and Learning in Social Media..... 39

Welcome Prospective Students

You've Got the Life Experience...Now Get the Degree!

Dear Prospective Student:

We are delighted that you are interested in learning more about the Bachelor of Science degree in Organizational Leadership and Learning in the Department of Leadership, Foundations, and Human Resource in the College of Education and Human Development at the University of Louisville.

This handbook has been designed to provide you with information that will help you learn about the degree program and will provide you with important links to the university's web page that will enable you to access relevant information about the program.

After reviewing the information in this handbook should you require additional information, please do not hesitate to contact one of the individuals listed on the next page.

We are certain you will find that this program will meet both your personal and professional needs. We look forward to meeting you and assisting you in your major and career exploration.

Sincerely,

Antonette MacDonald, PhD
Program Manager, BS in Organizational Leadership and Learning
ELFH Department
University of Louisville
Louisville, KY 40292

Staff Contact Information

Program Manager

Antonette MacDonald, Ph.D.

antonette.macdonald@louisville.edu

502-852-3825

Program Coordinator - Fort Knox:

Mark Casey, MS

mark.casey@louisville.edu

502-852-6444

Fort Knox Campus

Program Assistant - Main Campus:

Mary Ann Campbell maryann.campbell@louisville.edu

502-852-6444

Ft. Knox Campus

Senior Academic Advisor:

Matt Huml, MS

matt.huml@louisville.edu 502-852-5597

Instructional Technology Coordinator/Instructor:

Roger Buskill, MS

rbusk01@louisville.edu

502-852-0609

Associate Director for Community Relations and Recruitment- Main Campus:

Sherry Duffy, MS

sherry.duffy@louisville.edu

502-852-0568

Program Description

The Bachelor of Science in Organizational Leadership and Learning (OLL), formerly Workforce Leadership, is designed for working professionals who have at least five years of work experience.

This program is a great option for adults seeking an extra edge in today's job market. If you are ready to finish your degree, we can help do it while you enhance your skills in leading people and organizations or plan for a new career.

Classes are offered online, or in convenient off-campus locations, Monday through Thursday evenings in Louisville, and at Fort Knox. If you would like a complete listing of all locations please click [here](#).

Ideal candidates for this program are mid-career working professionals. The purpose of this concentration is to develop knowledge and skill in the design, development, delivery and evaluation of job-related training and performance improvement, as well as skills for managing change, knowledge, and human resource training.

We award prior learning credit for your professional development (corporate training), military training, licenses, certifications, etc. With this experience, you can earn college credit free of tuition and fee charges.

This program can lead to career opportunities in areas of leadership, management, training and development, human resources, and workforce development roles. For job outlook information, visit <http://louisville.edu/education/degrees/BS-wl.html>. Select 'Careers' tab.

At this web page, you can learn more about the program:
<http://louisville.edu/education/degrees/BS-wl.html>

Will this be your first university experience?

Are you anxious about attending college for the first time? U of L has a good support system for adult learners (<http://louisville.edu/studentactivities/offcampus>) and we are ready to assist you in getting started. You may contact Sherry Duffy (502/852-0568; sherry.duffy@louisville.edu) in

the Education Advising Center in the College of Education and Human Development. She will be happy to assist you with the admissions process.

A Student's Perspective Description

Are you returning to college after having been out for a few years?

The thought of coming back to college may be a bit daunting, and you may feel overwhelmed about where to start. Here at U of L we understand your concerns and apprehensions. That's why we want to make your transition back to higher education a simple one. For assistance contact Matt Huml or Sherry Duffy (see staff contact information).



"The benefits of returning to college the second time around, and finishing this degree is key to unlocking a multitude of career possibilities. Reach for the stars, grab hold, and take this opportunity now to finish your college degree through the Organizational Leadership program." Joe Jacoby, 3-time Super Bowl Champion and 2011 Graduate



"The Workforce Leadership program (Organizational Leadership and Learning), created learning experiences that really helped me reflect on my knowledge as a stepping stone to reach my educational goals. Instructors provided lessons and activities that connected me to current research so that I am more effective in my current job and a better qualified applicant for future career opportunities." Deenie Espinoza, Student Success Coach at Learning House, Inc.

Degree Program Tracks

B.S. in Organizational Leadership and Learning

You may choose from three concentrations in the Organizational Leadership and Learning program. Each concentration is designed to meet the needs of a specific career path.

1. Leadership and Organizational Development Concentration

This track is designed for professionals seeking to develop skills in leadership and knowledge for improving organizational and employee effectiveness related to productivity, work satisfaction, morale and/or quality of work life.

All courses are available online, face-to-face in the evenings in Louisville, and at the Fort Knox Extended Campus.

[Download course curriculum \[PDF\]](#)

2. Training and Development Concentration

This concentration is designed for professionals who work with clients and/or various stakeholders to enhance workplace learning and improve organizational performance.

The purpose of this concentration is to develop knowledge and skill in the design, development, delivery and evaluation of job-related training and performance improvement.

All courses are available online worldwide, as well as face-to-face in the evenings in Louisville. Some of the courses for this track are available at the Fort Knox Extended Campus.

[Download course curriculum \[PDF\]](#)

3. Career & Technical Education Concentration

This area of track is designed for career and technical education instructors participating in the Kentucky New Teacher Institute. It is for professionals who have obtained positions as teachers of career and technical education in technical centers or secondary schools.

Courses focus on teaching, evaluation and classroom management skills. To qualify, an individual must document 2,000 hours of prior work experience in an approved occupation. Three of the qualifying years of work experience must have occurred in the last five years of their work history.

The 64-hour Rank Change program requires 21 hours in the industrial education track, 24 hours in the Occupation/Specialization, and 20 hours in general education.

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Graduates of this program receive a Rank II from the Department of Education by completing the TC-1 form.

For additional information see: <http://louisville.edu/education/degrees/BS-wl.html>

Enrolling in the Program

Students interested in applying for admission to the program must submit an application for admission to the Undergraduate Admissions Office of the University. Students must apply for readmission if they do not enroll in classes for two or more years, and they must follow the catalog requirements in place at the time of readmission.

Admission Requirements

Students applying with less than 24 college credit hours are admitted in good standing if they meet the following criteria:

1. High School grade point average is 2.50 or above, or earned successful completion of the General Education Development (GED) certificate.
2. Completion of the Kentucky Pre-College Curriculum
3. ACT composite score of 21 or above
4. If college credit has been earned, the cumulative grade point average (based on degree applicable credits) is 2.25 or above

Students applying with less than 24 credit hours who do not meet the above criteria may be admitted in conditional status subject to University admission guidelines for new freshmen.

Note: Students who are 21 years of age or older are exempt from the Pre-College Curriculum requirements.

Students applying with 24 credit hours or more are admitted in **good standing** if they meet the following criteria if their cumulative grade point average is 2.25 or above

Students applying with 24 credit hours or more are admitted in **conditional status** if their cumulative grade point average is 2.00 to 2.24. Students admitted in this status may enroll in no more than 14 credit hours (10 credit hours in the summer). Conditionally admitted students who earn a University of Louisville semester grade point average of 2.25 or above will be placed in good standing. Conditionally admitted students who earn a University of Louisville semester grade point average less than 2.25 will be placed in academic warning status.

For more information see: <http://louisville.edu/admissions/apply/requirements>.

Scholarship Information

The College of Education and Human Development (CEHD) Honors and Scholarship Committee awards a limited number of **tuition specific** scholarships each semester to students who are:

- Enrolled **full-time** during the award period. (**12 hours for undergraduate; 9 hours for graduate; 6 hours for graduate in the Summer**)
- Have a grade point average of 2.75 or above;
- Pursuing an undergraduate degree through the College of Education and Human Development; or
- Completing coursework at the undergraduate, post-baccalaureate, or graduate level leading to teacher certification in the College of Education and Human Development; or
- Pursuing other graduate programs through the College of Education and Human Development

Students must complete online FAFSA form at www.fafsa.gov. Verification of Expected Family Contribution (EFC) will be obtained from the University of Louisville Financial Aid office.

PLEASE NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER THE PUBLISHED DEADLINES

FOR ADDITIONAL INFORMATION CONTACT:

Tammy.Albers@louisville.edu

College of Education and Human Development
University of Louisville
Louisville, KY 40292
Phone: 502-852-3204
Fax: 502-852-1465

CEHD Scholarship Application

<https://louisville.edu/education/financialaid/cehd-scholarship>

Degree Components

There are major three components necessary to complete the Bachelor of Science in Organizational Leadership and Learning:

- **General Education**

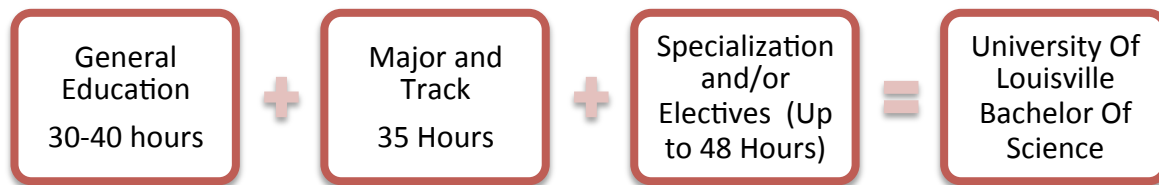
General Education courses will provide you with skills in thinking critically, communicating effectively, and understanding and appreciating cultural diversity. If you have some college and no degree, you will likely have met many of these requirements and will not be required to repeat courses already completed.

- **Major and Track (35 credit hours)**

Major and Track specific courses are designed specifically for adult learners with significant workforce knowledge and experience. The content will be tailored to each student's perspective and draw heavily on current and past work experience in order to provide you with additional skills to move to the next level in your professional career.

- **Work Specialization (portfolio credits for prior workplace learning can provide this component - 48 credit hours)**

An innovative part of the program is the Work Specialization that provides credits for previous learning through military training, industry certifications, professional development, continuing education units, and/or on the job training. You will earn credit (up to 48 hours) by paying only for a 3-hour course and completing Prior Learning Assessment Documents. You can also use previous college course work to fulfill elective credit hours.



General Education

The General Education Program at the University of Louisville fosters active learning by asking students to think critically, to communicate effectively, and to understand and appreciate cultural diversity. Specifically, students will establish foundations in the following content areas: Arts and Humanities, Mathematics, Natural Sciences, Oral Communication, Social and Behavioral Sciences, and Written Communication. Additionally, in the competency area, students will acquire an understanding of Cultural Diversity through work in the content areas.

Students must complete 12 credit hours of General Education courses within the first 30 degree-applicable credit hours earned, and these 12 hours must include the successful completion of the first three hours in Written Communication; further, students must fulfill or begin working towards the Mathematics General Education requirement. Before completing 60 hours, the student must have completed 21 hours of General Education courses, including Oral Communication, Mathematics, and the second three hours of Written Communication.

University-wide General Education Requirements: <http://louisville.edu/provost/GER/>

Major Core Courses

Major Core Courses	Hours
ELFH 300 Prior Learning Assessment (Complete within first year)	3
ELFH 311 Needs Assessment	3
ELFH 316 Instructional Strategies and Group Facilitation Techniques	3
ELFH 341 Managing Projects in the Workplace	3
ELFH 411 Human Resource Fundamentals	3
ELFH 442 Supporting Organizational Change	3
ELFH 540 Program Exit Experience	2-3
ELFH 578 Workplace and Information Ethics	3

Concentrations (Select One)

Leadership and Organizational Development – 12 hours

Course	Hours
ELFH 412 Coaching and Talent Management	3
ELFH 414 Diversity in the Workplace	3
ELFH 420 Conflict Management	3
ELFH 490 Leadership and Management	3

Or

Training and Development – 12 hours

Course	Hours
ELFH 312 Designing Learning	3
ELFH 332 Measuring and Evaluating Effectiveness	3
ELFH 460 Adult Learning and Diversity	3
ELFH 575 E-Learning	3

Work Specialization Credit – for both Concentrations

Students must complete and submit the [Application for Specialization Credit form](#) after completing 12 hours beyond their ELFH 300 Prior Learning Assessment course (program orientation course). Once the form has been submitted, the student's records will be updated to include the Specialization credit earned through the course.

Course	Hours
ELFH 290, Occupational Subjects	(2-42)
ELFH 291, Occupational Experience	(2-45)
ELFH 390, Advanced Occupational Subjects	(2-18)
ELFH 391, Advanced Occupational Experience	(2-18)
Electives: This number will vary depending on the amount of specialization credit awarded	6
Minimum Total	123

Requirements for posting the Work Specialization credits: prior extensive documented work learning; completion of an additional 12 hours in the Major Core courses with a B or better grade point average.

PLEASE NOTE the **Application for ELFH 540:** must be completed and submitted by *mid-term week of the semester prior to enrollment*. All other Core classes and at least one-half of the Concentration courses must be completed prior to enrollment. The practicum application can be found here: <http://louisville.edu/education/degrees/files/ELFH-540-app.pdf>

Prior Learning Assessment

What is the Prior Learning Assessment?

Prior learning assessment (PLA) is used to give credit for life learning in a specialty area that has not previously been awarded credit. You can earn up to 48 semester hours of credit from experiential learning that occurred outside of the university classroom. Most often this university prior learning credit is given, for learning from on-the- job training and development, continuing educational units, or unaccredited college courses, as well as CLEP tests. Credit is not awarded for work experience per se, but for the learning that occurred as the result of work or life experiences which are comparable to college-level courses. You must show the learning is transferable to several contexts or settings, and not just the one work place. These credits may not be used for Organizational Leadership and Learning core courses or general education requirements, but are used to develop the required 48 hour specialty area. Experiences and training used to request credit need to constitute a specialty area based on the O*Net occupational details for a job or job cluster.

Online Learning Option

All classes in the major tracks are offered online. Students use the online course system to...

- Read the course syllabus or handouts
- Watch videos
- Submit papers and assignments
- Take tests
- View grades
- Send email to other students or the instructor
- Participate in an online chat
- Discuss case studies with classmates on a discussion board

The biggest benefit of online learning is that you can work to earn your degree from your own home while raising your family, working full time, or experiencing particular life circumstances that make commuting to campus difficult or impossible. At U of L, you are taught by the same world class faculty as our students taking face-to-face courses. You read the same textbooks, do many of the same assignments and earn the same degrees. The biggest difference is that you are able to do it in a way that best fits your lifestyle.

Be prepared for online learning. Online learning is learning that is facilitated in an online environment. Rather than attend class in a traditional classroom setting, online learning allows you to "go to class" when it's convenient for you whether that's 5 a.m. or 11 p.m.

Will you be a successful online learner?

Online learning is not for everyone. Successful online students...

- Have a desire to learn online
- Are motivated
- Have strong time management and organizational skills
- Can work independently
- Have college level reading and writing skills
- Are not afraid to speak up when problems arise

For more information, read the [Keys to Successful Online Learning](#).

Student Learning Outcomes

Student learning outcomes explain what you will be expected to know, do, value and appreciate as a result of completing the program.

You will be able to apply interpersonal skills, utilize skills to manage and lead, be able to reflect and synthesize, facilitate core organizational development processes, and learn to be a successful project manager, business partner, professional specialist, and change strategist. ASTD (American Society for Training and Development) standard competencies prepare students to effectively operate at a high level in the workforce.

Locations

The B.S. in Organizational Leadership and Learning program offers fully accredited courses in the classroom at a number of off-campus locations including A Technological Advantage (ATA), Norton Healthcare downtown campus, Louisville Metro Police Training Academy, Louisville Free Public Library, GE-Monogram Hall Training Center and Fort Knox. If you would like a complete listing of all locations with directions please click [here](#).

University Information

About the University

The University of Louisville is a state supported research university located in the nation's 16th largest city. U of L enrolls more than 21,000 students and offers undergraduate degrees in more than 70 fields of study, master's degrees in approximately 55 areas and doctoral degrees in more than 20 disciplines. It also grants professional degrees in medicine, dentistry and law.

U of L contributes significantly to the economic, cultural and intellectual life of the Louisville community, yet the magnitude of its achievements reach beyond Louisville into every corner of Kentucky and across the nation. To learn more visit

<http://louisville.edu/undergradcatalog/2013-14-University-of-Louisville-Undergraduate-Catalog.pdf>

About the College of Education and Human Development (CHED)

Founded in 1968, the College of Education and Human Development serves to prepare students for leadership in a variety of educational settings. Its students fill classrooms, school counselor's offices, and educational administrative offices. Its graduates impact businesses and social service agencies, as well as private practitioners. To learn more visit

<http://louisville.edu/education/about>

About the ELFH Department

Learn about the Leadership, Foundations and Human Resource Education Department by visiting <http://louisville.edu/education/departments/elfh>

Faculty of the Workforce and Human Resource Education Program

Learn about the faculty here:

<http://louisville.edu/education/degrees/departments/elfh/oll/personnel>

Frequently Asked Questions (FAQ's)

For more information see: <http://louisville.edu/education/degrees/BS-wl.html>

Social Media and the Workforce and Human Resource Education Program

- Check out our Facebook page: <https://www.facebook.com/uofleducation>
- Alumni and students, please join our LinkedIn Group: <http://linkd.in/uofl-whre> (you will be required to sign in to your account)
- Follow us on Twitter.com: @UofLWHRE

Need Additional Information?

Contact:

Matt Huml, Senior Academic Counselor

matt.huml@louisville.edu

502-852-5597

Currently Enrolled Students

Dear Admitted Student:

We are delighted you have been admitted to the Bachelor of Science degree in Organizational Leadership and Learning in the Department of Leadership, Foundations, and Human Resource in the College of Education and Human Development at the University of Louisville.

This handbook has been designed to provide you with information that will help you access information that is important to the successful completion of the program. You will learn about the degree program, program policies and requirements and will find important links to the university's web page that will enable you to access relevant information about the program.

After reviewing the information in this handbook should you require additional information, please do not hesitate to contact Matt Huml, Program Academic Counselor (502-852-5597; matt.huml@louisville.edu).

We hope this program will meet your needs as you continue your academic journey and plan for graduation. Welcome again and best wishes for a successful academic career.

Sincerely,

Antonette MacDonald, PhD

Program Manager, BS in Organizational Leadership and Learning

ELFH Department

University of Louisville

Louisville, KY 40292

Helpful Website Information

University of Louisville	www.louisville.edu
College of Education and Human Development	http://louisville.edu/education
Department of Leadership, Foundations, and Human Resource Education	http://louisville.edu/education/departments/elfh
Undergraduate Catalog	http://louisville.edu/undergradatecatalog/
Education Advising Center	http://louisville.edu/education/advising
University-Wide Advising	http://louisville.edu/advising/
Advising Syllabus	Http://louisville.edu/advising/advising/resources/advisingsyllabus.pdf
GPA Calculator	http://louisville.edu/advising/siteresources/gpasimulator
University - Wide Handbook	http://louisville.edu/dos/policiesprocedures/student-handbook-table-of-contents.html
Schedule of Courses	Http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm
Commuter Student Services	http://louisville.edu/studentactivities/offcampus/
Resources for Academic Achievement	http://www.reach.louisville.edu/
Registration Information and Academic Calendar	http://louisville.edu/calendars/academic/
Program Specific Links	
Leadership and Learning Resource Education	http://louisville.edu/education/departments/elfh/whre
Course Planner	http://louisville.edu/education/degrees/files/BS-wl-student-course-planner.pdf

Ft. Knox Extended Campus	http://louisville.edu/education/fortknox/
Degree Information	http://louisville.edu/education/degrees/bs-wl
Online Learning	http://louisville.edu/education/degrees/BS-wl.html
Practicum Application	http://louisville.edu/education/degrees/files/ELFH-540-app.pdf
Specialization Application	https://louisville.edu/education/advising/forms/bs-wl-spec-credit
Degree Program Contacts	http://louisville.edu/education/degrees/departments/elfh/oll/personnel

Academic Advising

What is academic advising? What is the university's advising mission, vision, and philosophy for advising? Check out this information here: <http://louisville.edu/advising/academic>

The university-wide advising WebPages have a wealth of information to assist you:
www.louisville.edu/advising

The College of Education and Human Development's Education Advising Center has many helpful links: <https://louisville.edu/education/advising>

Advising Appointment: Call the Education Advising Center to arrange an advising appointment:
502-852-5597

OR

eadvising: If you do not live in commuting distance to the university, you can make arrangements with an advisor to be advised electronically and over the telephone.

Degree Components

There are major three components necessary to complete the Bachelor of Science in Organizational Leadership and Learning:

- **General Education**

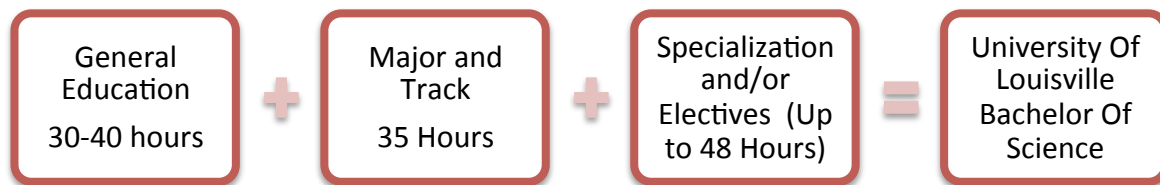
General Education courses will provide you with skills in thinking critically, communicating effectively, and understanding and appreciating cultural diversity. If you have some college and no degree, you will likely have met many of these requirements and will not be required to repeat courses already completed.

- **Major and Track (35 credit hours)**

Major and Track specific courses are designed specifically for adult learners with significant workforce knowledge and experience. The content will be tailored to each student's perspective and draw heavily on current and past work experience in order to provide you with additional skills to move to the next level in your professional career.

- **Work Specialization (portfolio credits for prior workplace learning can provide this component - 48 credit hours)**

An innovative part of the program is the Work Specialization that provides credits for previous learning through military training, industry certifications, professional development, continuing education units, and/or on the job training. You will earn credit (up to 48 hours) by paying only for a 3-hour course and completing Prior Learning Assessment Documents. You can also use previous college course work to fulfill elective credit hours.



General Education

The General Education Program at the University of Louisville fosters active learning by asking students to think critically, to communicate effectively, and to understand and appreciate cultural diversity. Specifically, students will establish foundations in the following content areas: Arts and Humanities, Mathematics, Natural Sciences, Oral Communication, Social and Behavioral Sciences, and Written Communication. Additionally, in the competency area, students will acquire an understanding of Cultural Diversity through work in the content areas.

Students must complete 12 credit hours of General Education courses within the first 30 degree-applicable credit hours earned, and these 12 hours must include the successful completion of the first three hours in Written Communication; further, students must fulfill or begin working towards the Mathematics General Education requirement. Before completing 60 hours, the student must have completed 21 hours of General Education courses, including Oral Communication, Mathematics, and the second three hours of Written Communication.

University-wide General Education Requirements: <http://louisville.edu/provost/GER/>

Major Core Courses

Major Core Courses	Hours
ELFH 300 Prior Learning Assessment (Complete within first year)	3
ELFH 311 Needs Assessment	3
ELFH 316 Instructional Strategies and Group Facilitation Techniques	3
ELFH 341 Managing Projects in the Workplace	3
ELFH 411 Human Resource Fundamentals	3
ELFH 442 Supporting Organizational Change	3
ELFH 540 Program Exit Experience	2-3
ELFH 578 Workplace and Information Ethics	3

Concentrations (Select One)

Leadership and Organizational Development – 12 hours

Course	Hours
ELFH 412 Coaching and Talent Management	3
ELFH 414 Diversity in the Workplace	3
ELFH 420 Conflict Management	3
ELFH 490 Leadership and Management	3

Or

Training and Development – 12 hours

Course	Hours
ELFH 312 Designing Learning	3
ELFH 332 Measuring and Evaluating Effectiveness	3
ELFH 460 Adult Learning and Diversity	3
ELFH 575 E-Learning	3

Work Specialization Credit – for both Concentrations

Students must complete and the submit the [Application for Specialization Credit form](#) after completing 12 hours beyond their ELFH 300 Prior Learning Assessment course (program orientation course). Once the form has been submitted, the student's records will be updated to include the Specialization credit earned through the course.

Course	Hours
ELFH 290, Occupational Subjects	(2-42)
ELFH 291, Occupational Experience	(2-45)
ELFH 390, Advanced Occupational Subjects	(2-18)
ELFH 391, Advanced Occupational Experience	(2-18)
Electives: This number will vary depending on the amount of specialization credit awarded	6
Minimum Total	123

Requirements for posting the Work Specialization credits: prior extensive documented work learning; completion of an additional 12 hours in the Major Core courses with a B or better grade point average.

****PLEASE NOTE**** the **Application for ELFH 540:** must be completed and submitted by *mid-term week of the semester prior to enrollment*. All other Core classes and at least one-half of the Concentration courses must be completed prior to enrollment. The practicum application can be found here: <http://louisville.edu/education/degrees/files/ELFH-540-app.pdf>

ELFH 540 Program Exit Experience is the final course and intended to show mastery of the program standards. The exit program includes two components: 1) a supervised professional work experience related to the student's program and professional goals (internship); 2) a professional portfolio with reflection paper that analyzes learning related to the Organizational Leadership and Learning standards.

Prior Learning Assessment Procedures

Prior learning assessment (PLA) is used to give credit for life learning in a specialty area that has not previously been awarded credit. You can earn up to 48 semester hours of credit from experiential learning that occurs outside of the university classroom. Most often this university prior learning credit is given for learning from on-the-job training and development, continuing educational units, or unaccredited college courses, as well as CLEP tests. In the course ELFH 300, you will work with your instructor to determine if a combination of your previous work and academic experience will allow you to earn specialization credit. Credit is not awarded for work experience per se, but for the learning that occurred as the result of work or life experiences that are comparable to college-level courses. You must show that the learning is transferable to several contexts or settings, and not just the one work place. These credits may not be used for Organizational Leadership and Learning core courses or general education requirements, but are used to develop the required 48 hour specialty area. Experiences and training used to request credit need to constitute a specialty area based on the O*Net occupational details for a job or job cluster.

Prior Learning Assessment Guidelines

Guidelines for prior learning assessment in the Organizational Leadership and Learning Program are based on the Council of Adult and Experiential Learning (CAEL) standards. They are:

1. Credit should be awarded only for learning and not for experience.
2. College credit should be awarded only for college-level learning.
3. Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
4. Competence levels and credit awards must be made by subject matter/academic experts.
5. Credit should be appropriate to the academic context in which it is accepted.
6. Credit awards and transcript entries should be monitored to avoid duplicate credit.
7. Policies and procedures (including appeals) should be fully disclosed and prominently available
8. Fees charged for assessment should be based on services, not amount of credit.
9. Personnel involved in assessment should receive adequate training.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised.

University of Louisville, guidelines and procedures are in place to assess prior learning. These guidelines and procedures can be found on Blackboard under the ELFH Student Organization tab. Additionally, students are given a Prior Learning Assessment Handbook and an estimate of the required PLA credits which will be needed at the first advisement session. During the ELFH

300, Prior Learning Assessment course, students are taught to use a modified Kolb's Model of Learning to request and document credit for life learning. Documenting life learning involves three steps:

1. Searching O*Net for a comparable job and description.
2. Writing a life-learning essay
3. Submitting the required documentation

All students must document 48 hours of specialty credit, based on prior learning. These credits may come from any combination of previous coursework, on-the job training classes, work-place learning, or they may come from a single source.

Towards the end of the semester, each student will submit the request to the instructor and revisions may be necessary. After approval and evaluation by the instructor of the ELFH 300 course, each request will be reviewed by the Portfolio Review Committee, where credits will be tabulated. This committee will be comprised of faculty and staff of the Workplace Leadership Program. Credits are awarded and noted on the transcript when the student has completed 12 additional semester hours in the ELFH core with a B or better grade.

Prior Learning Assessment Credits

Credits requested for prior learning assessment in the specialty area can come from three types:

Type 1. Courses taken at regionally accredited institutions that relate to the student's specialty area, based on the O*Net description, and not counted for general education

Type 2. Courses taken through the student's employer (current or former), such as military training, continuing education, licensure or certification that relate to the student's specialty area, based on the O*Net description, as validated through life learning essays and documentation from the employer

Type 3. Work place learning, related to the student's specialty area, based on the O*Net description, as validated through life learning essays and documentation from the employer

Credits awarded are posted to the University of Louisville transcript under these course numbers:

ELFH 290 Occupational Courses- 2 to 42 credits

ELFH 291 Occupational Learning- 2 to 48 credits

ELFH 390 Advanced Occupational Courses- 2 to 18 credits

ELFH 391 Advanced Occupational Learning- 2 to 18 credits

Suggested guidelines for the awarding of portfolio credit are outlined below. It is the students' responsibility to demonstrate mastery of on-the-job training and learning by writing a paper for each job or course or series of courses that they have completed. (For type two and three credits) Students will also need supporting documentation for the experience, in terms of a certificate, letter, performance evaluation, military document, or other tangible evidence. This document must give the hours, as well as the occupational specialty that was covered.

ELFH 290—Occupational courses that qualify for these credits are those that are at the beginning or intermediate level of training, O*Net zones 1 through 3. The credit awarded these courses will be determined by the American Council of Education Military or National Guidelines. Courses that are not listed in these publications may receive credit using a standard formula. The formula used to convert these credits is:

*Number of hours of training divided by 15 equals the number of semester hours of credit to a maximum of 42 hours. (15 hours of training equals one semester hour of credit).

ELFH 390—Occupational courses that qualify for these credits are those that are at the advanced level of training, O*Net zones 4 or 5. The credit awarded these courses will be determined by the American Council of Education Military or National Guidelines. Once again, courses that are not listed in these publications may receive credit using a standard formula. The formula used to convert these credits is:

*Number of hours of training divided by 15 equals the number of semester hours of credit at senior level to a maximum of 18 hours. (15 hours of training equals one semester hour of credit).

*Students who have courses in their specialty area that were accepted by the University of Louisville but not counted as general education, or other documented coursework in Type 1 must complete a form to request credit. (See attached). Examples of these courses could be from military schools, community or technical colleges, and other universities, as long as they relate to the student's O*Net specialty area.*

- **Type 2** credits are available with a brief description of the course work and documentation from the employer. These credits are typically from continuing education units or unaccredited schools.
- **Type 3** credits are available for learning from qualified work experience in the specialty area. Students must document their learning by letters, forms, performance evaluations, as well as by writing life learning papers based on a modified Kolb's Model. The following section details the courses and gives some parameters for assigning credit.

ELFH 291—Occupational experiences that qualify for these credits are those that are at the beginning or intermediate level of work experience, O*Net zones 1 through 3. The formula used to assign these credit hours is:

*Number of years of education or on-the job training (2000 hours constitutes one year) multiplied by 6 for a maximum of 48 semester hours.

ELFH 391-- Occupational experiences that qualify for these credits are those that are at the advanced level of work experience, O*Net zones 4 or 5. The formula to assign these credit hours is:

*Number of years of education or on the job training (2000 hours constitutes one year) multiplied by 6 up to a maximum of 18 semester hours.

Work Specialization Credit Application

Students must complete and submit the [Application for Specialization Credit form](#) after completing 12 hours beyond their ELFH 300 Prior Learning Assessment course (program orientation course). In the course ELFH 300, you will work with your instructor to determine if a combination of your previous work and academic experience will allow you to earn specialization credit. Once the form has been submitted, the student's records will be updated to include the Specialization credit earned through the course.

Prior Learning Assessment Award Notification

Students will be notified of the results via regular mail from the Organizational Leadership and Learning Program Manager. In many instances, final decision regarding requested credits will not be made until after the end of the semester. An appeals process is in place if the student wishes to appeal the granting of credit. The appeal is given to the Program Manager for consideration. If the appeal is not resolved at that level, then the Department Chair of the ELFH Department will convene an appeals committee consisting of faculty not involved in the original decision to resolve the matter.

Prior Learning Assessment Amendment Process

In the event you are not awarding all of the requested credit hours, you will be given an opportunity to amend your PLA. To amend your PLA notify the Organizational Leadership and Learning Program Manager.

Graduation Process Requirements

Practicum Application Process

The practicum application for ELFH 540 must be completed and submitted mid-term the semester before the practicum is to be completed. Prerequisites: ELFH 312, 316, 332 and all but 2 courses in the major core courses must be completed prior to enrollment. The purpose of this planning document is to determine the location of the student's program exit experience. See your academic or faculty advisor for more information about this process. The practicum application can be found here: <http://louisville.edu/education/degrees/files/ELFH-540-app.pdf>

Getting Ready to Graduate

The baccalaureate degrees offered by the College of Education and Human Development include minimum requirements for completion and graduation. The following requirements apply to the B.S. degree in **Organizational Leadership and Learning**:

1. 123 minimum total hours (60 of these hours must be earned at an accredited four-year institution).
2. 50 senior college hours (300 level and above).
3. 2.25 overall grade point average.
4. 2.50 grade point average in the major.
5. 30 of the last 36 hours must be taken in residence (does not apply to distance education students or active duty military personnel).
6. A grade of "C" or better is required in all professional education courses. C- is not acceptable.

NOTE: Students admitted to the career and technical education track must maintain a 2.5 overall grade point average and a 2.5 grade point average in the professional education courses to be eligible for certification.

Apply for degree check

Students are advised to request a degree check from the Education Advising Center when approximately 80 to 90 hours have been completed. This audit will help you understand exactly what courses you have left to graduate.

Graduating With Honors

Students may be able to graduate with an honors distinction based upon the overall and major grade point average and the number of hours completed in residency. The highest distinction of honors requires that student plan in advance with their advisor to submit a proposal for a special project to the Honors and Scholarship Committee. Visit this link to find out specific information about graduation with honors: <http://louisville.edu/education/advising/graduate-with-honors>

How to Apply for Your Degree

Each degree candidate must complete an on-line degree application within the first two weeks of the semester in which the candidate intends to graduate. Any candidate removed from the graduation list must reapply for the degree and comply with the rules and regulations applying to all candidates for degrees. Candidates should apply for degree at www.ulink.louisville.edu. It is the responsibility of the student to submit an application for degree by the specified date.

Commencement Information

For information about commencement, visit this link: <http://louisville.edu/commencement/time-and-place-requirements.html>

Get Ready to Enter the Workforce or Graduate School

The University's Career Development Center offers a wealth of resources to help you get ready to transition to the workforce. Job searching, resume writing, mock interviewing, business etiquette are just a few of the skills the Career Development Center help you master. Visit this link for more information: <https://louisville.edu/career/students>

Are you thinking about applying to graduate school? The University's Career Development Center has resources to assist you: <https://louisville.edu/career/students/graduate-school-information/graduate-school-information-1>

The Delphi Center for Teaching and Learning offer courses to help you prepare for graduate school admission exams. Learn more here:

<http://louisville.edu/lifelonglearning/classes/testpreparation>

You Did It!

You have spent many hours reading, writing, researching, and working on projects. Just when you didn't think you could go on any further you reached deep inside of yourself and you found that drive, that passion you needed to make you finish what you started. For some of us we returned to school at a young age, for a lot of us we have been out of school for more years than we care to admit. The one thing we now have in common is We Did It! Congratulations on your success and your accomplishment. Don't stop here. Take a breather if you need one, but get

right back into school and start on that next degree. Yes, you can. You didn't think you could complete your undergraduate degree, but you did. You truly did it...

Alumni Association

University of Louisville Alumni Association

The Alumni Association provides services and programs that offer alumni the opportunity to remain close to their alma mater by attending and participating in a variety of events that are designed to appeal to our diverse population. Learn more about the Alumni Association here: <http://louisville.edu/alumni/about>

Academic Standing Requirements

Academic Standing in the College of Education and Human Development

The College of Education and Human Development require students maintain a 2.25 grade point average to remain in good standing. Below is an explanation of the academic actions of the college.

Academic Warning Policy

1. Students whose cumulative grade point average (based on the completion of a minimum of twelve (12) degree-applicable credits at the University of Louisville) falls below 2.25 will be placed on Academic Warning for one semester.
2. Students on Academic Warning will be placed on Academic Probation if the cumulative grade point average (based on degree applicable credits) remains below 2.25 after the academic warning semester.
3. Students on Academic Warning will be placed in good standing status if the cumulative grade point average (based on degree applicable credits) is 2.25 or above after the academic warning semester.

Academic Probation Policy

1. Students on Academic Warning will be placed on Academic Probation if the cumulative grade point average (based on degree applicable credits) remains below 2.25 after the academic warning semester.
2. Students on Academic Probation who achieve a cumulative grade point average (based on degree applicable credits) of 2.25 or above will be placed in good standing status.
3. Students on Academic Probation may enroll in no more than 14 semester hours in a semester (9 hours during the summer).
4. Students on Academic Probation must earn a 2.50 grade point average (based on degree applicable credits) in the academic probation semester to continue on Academic Probation.
5. Students on Academic Probation whose cumulative grade point average is below 2.25 (based on degree applicable credits) and who earned a semester grade point average below 2.50 will be placed on Academic Suspension and will be required to sit out at least one semester (summer terms excluded).

Academic Suspension Policy

1. Students on Academic Probation whose cumulative grade point average (based on degree applicable credits) is still below 2.25 and who earned a semester grade point average below 2.50 (based on degree applicable credits) will be placed on Academic Suspension and will be required to sit out at least one semester (summer terms excluded).

2. Readmission of suspended students is not guaranteed. Students must submit an undergraduate application to the Office of Admissions, along with a petition explaining the reasons for poor performance and actions that will be taken to improve performance if readmitted. Students should contact the Admissions Office regarding semester deadlines to petition for admission. Conditions of readmission will be up to the discretion of the College of Education Standards and Admissions Committee.

3. No student will be reinstated more than twice; the third suspension is an Academic Dismissal.

4. U of L students who are suspended by one unit, are eligible to apply for admission to another unit and may be admitted if they meet minimum admission standards of that unit. Students who apply for admission to another unit may not take any courses in the unit from which they were suspended, and the courses taken during suspension semester may not be used if students are readmitted to the College of Education and Human Development.

Dismissal Policy

Students who are suspended the third time from the College of Education and Human Development are academically dismissed. A student who has been dismissed from the College of Education and Human Development must remain out of school for one full year, and should use that time for reorientation to further study in college or other career decisions. If a student thus dismissed is admitted to any other college or university, the credits earned while in attendance during the semester that the student should be out of school will not apply toward a degree granted by the College of Education and Human Development.

The College of Education and Human Development will honor the dismissal policy of all units of the University of Louisville.

Academic Grievance Procedure

The College of Education and Human Development follows the procedures for academic grievances as stated in the General Information section and as published in The Redbook, Chapter 6, Article 8. Any student considering filing such a grievance should consult with the College of Education and Human Development Advising Center for advice and information.

Plagiarism Policy

Definition of plagiarism

Plagiarism is representing someone else's words or ideas as your own. It is a form of academic dishonesty and it is not tolerated. Plagiarism includes, but is not limited to: handing in someone else's work as your own; taking credit for ideas that are not your own; including in your work phrases, sentences, paragraphs or any text from a book, article, or web site without marking the text as a quotation and citing the source; and paraphrasing text from a source. The U of L History Department follows the College of Arts and Sciences policies regarding plagiarism and academic dishonesty. Any student found to have plagiarized on any assignment may receive a failing grade for the semester. In addition, a letter describing the student's infraction and the penalty imposed

may be forwarded to the Associate Dean for Undergraduate Education and added to the student's permanent file for consideration in actions taken by the Committee on Academic Discipline. Repeat offenders may be expelled from the University.

For additional information regarding the Universities Policies and Procedures please see the University wide student handbook by clicking on the link below:

<http://louisville.edu/dos/policiesprocedures/student-handbook-table-of-contents.html>

University Technology

Email

You are expected to check your university email (Cardmail) daily as that is the official communication to you from the university. Faculty and advisors will communicate to you through this system and you may miss important information about your academic status, class changes, and communication from your instructors if you do not read your email daily.

Please do not communicate with university personnel through your personal email accounts as the university's email system may recognize it as spam and your message will not be delivered as you had intended.

To learn more about the university's email system for students, visit <http://louisville.edu/email/student/>

ULink

The Student Services tab in ULink provides students access and information about numerous student services, such as registration, grades, financial aid, admissions, campus health public safety, and advising resources. The Student Center in ULink provides access to an interactive course planner, advisement report (for students admitted Fall 2010 and after), transcripts, and your transfer evaluation report. You can find access to ULink on the university's main web page: www.louisville.edu

Blackboard

Blackboard is the online course management system used at the University of Louisville. Each semester, nearly half of all courses taught at the university have an active Blackboard presence. Some faculty use Blackboard to supplement classroom instruction, while others create totally online courses.

The Delphi Center provides support to faculty members, staff and students that use Blackboard and its associated software tools. This website contains resources for finding answers to common Blackboard issues, tips and tools for getting started with Blackboard, and contact information for those that need direct, one-on-one support from the U of L Blackboard Support Team. You may access Blackboard from the University's main web page: www.louisville.edu

LiveText

LiveText is a web-based software application designed to aid in the development of portfolios, course assignments, and standards or outcomes based projects. LiveText will allow you, your

instructors and peers to collaborate on classroom assignments as well as track your progress on meeting program outcomes.

LiveText is accessed online at livetext.com and a membership is required for all students enrolled in College of Education and Human Development programs (see your course syllabi for program technology requirements). For more information about LiveText go to: <http://louisville.edu/education/livetext> .

Information Technology Services (IT)

U of L's Information Technology unit (IT) provides a variety of technology-based services in support of the university's students, faculty and staff. IT also supports the instruction and research missions of the university by providing imaging and television services, graphical design, copy and printing services. Additional information concerning Information Technology services can be found on the IT web pages at: <http://louisville.edu/it/>

Information Technology provides a wide range of services through iTech Xpress, an online store for university students, faculty and staff with a store location in the Miller Information Technology Center (lower Level). iTech Xpress offers discounted software and downloads, computers, copy services, mobile broadband loaner cards, and computer repair.

In addition to iTech Xpress in the Miller IT Center, two copy center locations (Ekstrom Library and the Dental School) provide photocopying, high-speed duplicating, and document preparation services with a wide variety of finishing options. The copy centers support preparation and distribution of instructional packets for faculty.

Online Learning

The following links will provide helpful tips and information about online learning:

<http://louisville.edu/education/degrees/BS-wl.html>

<http://louisville.edu/online/Student-Resources/keys-to-success>

Organizational Leadership and Learning in Social Media

- Check out our Facebook page: <https://www.facebook.com/uofleducation>
- Alumni and students, please join our LinkedIn Group: <http://linkd.in/uofl-whre> (you will be required to sign in to your account)
- Follow us on Twitter.com: @UofLWHRE