**EDUC 6133 Shared Leadership**

**Guidelines for Shared Leadership Plan Project**

Information and sample materials for this assignment are posted on my website. Before you begin your ‘shared leadership plan project’ you must first present a brief proposal to me for approval (July 9th). You will have two weeks after the last class to electronically submit your project. I will review your work and return it with my feedback. If you are satisfied with the effort you have made and have at least a grade of B+ on the feedback sheet, you do not have to rework your assignment. If you choose to rework your assignment you will have one week after you receive my feedback to electronically re-submit your revised assignment.

Please think of this project as a document that you could take to your principal as a plan to make a change in the school. It should include all the essential information that the principal would need to give you permission and support for your project. It should also reflect what you have learned during the course. Remember that this project **focuses on a positive change in shared leadership/leadership capacity** of some aspect of school operations.

Be sure it addresses the:

1. Current reality of your school
2. Future that you wish to create
3. Goals you will set out to achieve
4. Steps/timeline required for a successful change
5. Essential components of the change process
6. Role of the principal
7. Development of broad based, skillful leadership skills
8. Connections to increased learning

Your plan should include SMART\* goals, ways to measure whether you have achieved your goals, and opportunities to celebrate your successes. Each item on the Peer feedback/Project Checklist should be clearly addressed.

\*SMART goals are systematic, strategic, measureable, achievable, results oriented, and time bound. It important that they are worded in a way that they can be measured.