

The Institute for Instructional Coaching @ Andrews University

Coaching 101 for School Year 2023-2024 ©

a pre-requisite to an Instructional Coaching Certificate
(50 hours=5 CEU & Practicum 10 hours= 1 CEU)

Being confident of this, that He who began a good work in you will carry it on to completion until the appearing of Christ Jesus.
Philippians 1:6

Course Description

This Coaching 101, an instructional coaching (IC) course is designed for the professional educator. This course is designed to support all educators and leaders. This continuing education course (Professional Development-PD) will examine key classroom instructional concepts that will help the students = “colleagues” * increase awareness of the learning process and assist other teachers towards their goals. During each module, colleagues will have the opportunity to practice what they learn as a means of reinforcing these concepts. The leadership and teaching concepts include listening, strategizing, and supporting teachers at a professional, personal, and spiritual level. This certificate will be taught from a Biblical perspective of what it means to be called by God (John 15:16) in service to others. CEU’s = 5 plus 1 free practicum CEU.

Location

Online

Schedule

School Year 2023-2024 – (to be determined) 6:00-8:00pm (Eastern time) 25 sessions

Instructor

Coordinators:	Jerrell Gilkeson, EdD	Sheila Holder, PhD
Cell Phone:	(617) 504-0725	(441) 704-0629 (use WhatsApp)
Office Hours:	Sunday-Friday By request – Text for appointment	
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Presenters/Advisory Sessions are led by presenters that are practicing coaches.
Coaching 101 is directed by an Institute Advisory. Full details available upon request.

Required Materials

Required: Holy Bible, Education by E.G. White
Other Material: Provided

Instruction Coaching Terms

Instructional Coaching –

- Christ in His teaching dealt ...individually. Christ discerned the possibilities in every human being. Ed. pg. 179

- Adventist Instructional Coaching Goal: In representing Jesus Christ, the Master Coach, we wish to share with all our colleagues the professional joy, freedom, equity, insights, voice, and skills that have been given as a gift to us for the benefit of our students.
- “Instructional Coaches partner with teachers to analyze current reality, set goals, identify and explain teaching strategies to hit the goals, and provide support until the goals are met. To put it simply... “Instructional coaching makes it easier for teachers to meet the needs of their students”.
(Instructional Coaching Group- Jim Knight

* “Students” – Instructional Coaching (IC) “students” who are professional teachers and leaders, are referred to in the IC classroom as “Colleagues”.
“Classes” – referred to as “sessions.”

Learning Outcomes

Our prayerful goal for this course is to help you embrace the calling God has placed upon your heart and most importantly, to help you recognize the value and impact this calling may have upon your ministries and institutions.

Learn best practices in learning

Learn best practices in coaching

Learn best practices for teaching

Learn best practices of listening and communication skills

Learn best practices of leadership skills

Develop a “Coaches Playbook” (May be thought of as a “sensory rich” journal that can be used to help in coaching.)

Course Requirements

Coaching 101 requires attendance and in session participation. There is also at no additional cost a practicum that consist of 10 hours of coaching. Professional educators will voluntarily read, reflect, collaborate, and grow outside of the online sessions.

Completing the Andrew’s University Coaching 101 -Instructional Coaching introduction Certificate and practicum: Professional Certificate is 50 clock hours, equivalent to five (5) CEU’s. The Practicum is 10 clock hours equivalent to one (1) CEU.

Assignments:

General reference materials:

The Holy Bible with an emphasis on the Book of John

Education by Ellen G. White

Better Conversations and The Definitive Guide to Instructional Coaching by Jim Knight (Instructional Coaching Group)

Module:

#1 – The Practice of Learning (Education, High Impact Instruction, Definitive Guide)

#2 – The Practice of Coaching (Coaching Playbook, Art of Coaching)

#3 – The Practice of Teaching (Advise Trap)

#4 - The Practice of Communication (Coaching Conversations, Better Conversations)

#5 – The Practice of Leadership (Leadership Coaching)

Attendance Policy

Regular attendance at all sessions is required of each colleague. CEU certificate is based on contact hours. Sessions will generally be conducted using discussion, coaching and practice. It is understood that as professional colleagues, there are scheduling emergencies. Colleagues who need to be absent from a session should notify the instructor prior to the absence, if possible. You are responsible for the material covered during

your absence and attendance will need to be made up. If absent, you must re-schedule time to receive credit for participation.

Zoom Policy. While you are participating on Zoom, please sign in with your own name, show yourself “live” on camera with an appropriate background, use a mic and camera so we can see and hear you.

Recording: Sessions will be recorded. These recordings will be the property of Andrews University.

Disability Accommodation

If you qualify for special assistance under the American Disabilities Act, please contact the Student Success Office at Nethery Hall 100 or disabilities@andrews.edu.

Professionalism

Please note the guidelines from the University’s academic policy.

We would like your undivided attention in the classroom without distractions.

Cell Phones, Personal Laptops, and Recording devices:

- Cell phones should not be a distraction while attending the session.
- Recording devices are allowed but under no circumstance are recordings—visual or verbal—to be posted on a public website.
- Colleagues should use the same standard that you require of your students in that laptops should not be used for surfing the web or watching movies during sessions. It is disrespectful and unprofessional to use these devices inappropriately during class.
- You may be asked to use your cell phone or laptop in class.

Presentation is important. Your attention to detail, demeanor, and attire factor into how you are perceived as a professional. Active participation in each session discussions and critiques is an essential part of learning. Without participating and expressing opinions and thoughts, it is impossible to clarify your goals and develop a personal style.

Evaluation of Colleague Performance

Colleague Evaluation:

To implement the course learnings each colleague will have the opportunity to coach as well as critique another colleague. The purpose of this exercise is to develop and enhance coaching skills. At the end of each module an assignment rubric will be completed by everyone. One of the goals of this Certificate is to improve the certificate.

Feedback Plan

Continued feedback to the instructors is encouraged. Surveys will be sent out to improve the delivery and content of the Instructional Coaching Certificate at the end of each session.

- The instructors will be collecting student feedback periodically throughout the semester to ensure concepts and assignments are understood. A variety of assessment methods will be implemented.
- Attendance will be taken each class period through a variety of activities designed to create dialogue, with an initial conversation and input on coach’s playbook during the first week, Q&A’s each week.
- The instructors encourage students to text, call or email questions to seek clarification as well.

Feedback to Colleagues:

- Colleagues will receive written or recorded feedback on assignments within 7 days of the due date. Overall feedback along with rubrics will be included, depending on the assignment.

- In-session feedback will also be utilized in the form of peer reviews and progress reports on in class activities.
- Colleagues are encouraged to make appointments to review larger coaching questions with the professor before the due date of that assignment.
- Email and text questions will generally be answered immediately or within 1-2 days.

Assessment and CEU Scale (10 clock hours = 1 CEU)

Module One – The Practice of Learning Rubric	1 CEU
Module Two – The Practice of Coaching Rubric	1 CEU
Module Three – The Practice of Teaching Rubric	1 CEU
Module Four – The Practice of Communication Rubric	1 CEU
Module Five – The Practice of Leadership Rubric	1 CEU

Total 5 CEU

Additional requirement: The Practicum is 10 clock hours equivalent to one (1) CEU. = 6 CEU

Schedule/Course Outline

We will be constantly improving ways to connect and make our sessions more interactive as we explore new ways of learning. The projected calendar for 2023.

(To be determined)

Note: