

## **ISL INSTRUCTIONS:**

To qualify your school or district's in-service(s) for 400 or 500 level continuing education quarter credit(s):

- Select as instructor of record either an administrator or teacher who possess a Master's Degree or better. They will be responsible to prepare the syllabus and review the outside assignments.
- Download and review the sample ISL syllabus and use the blank template to create your own. <https://www.hol.edu/about/isl/>
- Ten contact hours consisting of face-to-face instruction and/or small group meetings along with additional outside work including, independent reading, preparation of materials and writing assignments are required for each credit.
- Meeting dates and hours should be accounted for, as well as a description of outside assignments including reading.
- Email your completed ISL syllabus template to: [renee@hol.edu](mailto:renee@hol.edu)