Auburn University

Department of Special Education, Rehabilitation, and Counseling

1. **COURSE NUMBER:** RSED 4910

**COURSE TITLE:** Practicum – Communication Disorders

**CREDIT HOURS:** 3

**PREREQUISITES:** Instructor Approval, Clear background check

**CO-REQUISITES:** None

# **University Supervisor Information**

## CMDS Placements:

Mrs. Schweck

1234A Haley Center

(334)844-3588

kschweck@auburn.edu - I will make every effort to respond to your email in a timely manner. I cannot guarantee a quick response to emails sent after 6:00 p.m. It is your responsibility to be proactive with any questions you might have and allow a reasonable amount of time for a response.

Office/Zoom hours by appointment

2. **TERM**: Fall 2019

**DAY/TIME**: 3 hours a week. Schedule to be worked out with SLP and be consistent throughout the semester.

* **SYLLABUS PREPARED**: July 2009 (Updated 8/15/19)

3. **TEXTS**: Readings posted on Canvas as needed.

 Clear background check required before entry to the schools is permitted.

4. **COURSE DESCRIPTION**: (variable) The practicum provides the student the opportunity during his or her career preparation to translate theory and research into practice in an educational or community service delivery setting aligned with degree program option.

Practicum placements could be up to 60 miles away from AU campus and are assigned based on department approved placements. Reliable transportation is necessary. If you feel you cannot meet the travel requirements for the course, it is recommended that you consult the instructor and your advisor and drop the course.

5. **STUDENT LEARNING OUTCOMES:** This course is a semester-long field-based laboratory experience. The specific objectives are related to the specific needs and placements of individual students, as well as the specific programs. A general course objective for all students taking practicum is to translate theory and research into practice in an educational or community service delivery setting aligned with degree program option. Specific practicum objectives will vary however with each individual student according to his or her needs and the nature of the assigned experience (e.g., disability types, severity of disability, assessment, instruction, placement, etc.). Also, the objectives will vary according to program (e.g., ECSE).

### The student will gain experience in:

1. Developing, selecting, administering, and interpreting formal and informal assessments; 34(1)(b)1
2. Translating assessment information into functional long-term goals and short-term benchmarks; 34(1)(b)2
3. Implementing or assisting other teachers/SLPs in implementing the student’s individualized education program by selecting, developing, and using appropriate instructional techniques and methods, ongoing measurement techniques, media and materials, equipment, including assistive technology devices, technology devices, technological advances, and support personnel; 34(1)(b)3
4. Utilizing effective teaching strategies designed to promote learning and improve student achievement; 34(1)(b)6
5. Modifying methods, materials, and equipment to meet student needs; 34(1)(b)7
6. Implementing research-based behavior management techniques and practices that include school-wide, classroom, and individual proactive positive behavior supports; 34(1)(b)8
7. Designing and implementing programs that reflect knowledge, awareness, and responsiveness to diverse cultures, including cultural and socioeconomic factors; 34(1)(b) 11
8. Working effectively with members of the instructional team and professionals from related fields; 34(1)(b)12

6. **Course Content:** Students will work directly with the assigned Speech and Language Pathologist in his/her assigned school(s). All Dates Listed in Assignments/Evaluation Table on following pages.

7. **Course Requirements:** Students will be required to observe in the following instructional areas: (1) Assessment, (2) Program writing and implementation, (3) Data collection, (4) Program decision making and evaluation, and (5) Classroom or community service setting management and organization. In addition, students will:

1. Wear their picture identification at all times during practicum. Details in obtaining the identification will be provided prior to beginning practicum.
2. Go to their assigned sites for a total of 3 hours per. The schedule should be worked out during the student’s first visit. The student and SLP will determine the best days and times to come based upon the SLP’s daily schedule and the student’s class schedule. Practicum hours should be during times the student has direct contact with students (i.e. not planning, lunch, etc.).
3. Keep an attendance log using the form on Canvas. Students will obtain SLP initials weekly and submit on Canvas. Students will turn in a final copy containing the SLP’s complete signature at the bottom of each page.
4. Complete all assignments and submit via Canvas. Failure to complete assignments will result in a grade of unsatisfactory for practicum. All assignments must be in Microsoft Word or .pdf format. Students are expected to combine multiple page documents into one document as appropriate and rotate so they are in the proper viewing orientation before submitting assignments to Canvas.
5. Revise assignments until they are considered satisfactory by supervisor. Revisions must be completed in a different font color. Revisions are due within 3 days from date of feedback from supervisor. Students must check Canvas every day.
6. Work with SLP on a schedule that permits the student some time to observe and assist before taking over instructional duties.

## **Assignments and Evaluations**

All online assignments are due by 8am on the assigned due date. All forms and grading rubrics are available on Canvas.

Please be sure to allow yourself plenty of time in case of any Canvas issues. Screenshots to document Canvas errors will not be accepted to excuse tardiness of assignments.

| **Assignment and Due Date** | **Description** | **Possible Points** |
| --- | --- | --- |
| Memorandum of Understanding and Syllabus Signature PageDUE: 9/3 | Students must sign the Memorandum of Understanding and the Syllabus Signature Page and submit on Canvas.  | 50 |
| Attendance VerificationDUE: Midterm- 10/7Final – 12/9 | Complete the attendance verification form daily. Have your cooperating SLP initial the form weekly to verify your attendance and sign the bottom of each page when a page is completed. You will submit the form on Canvas twice during the semester and also submit a hard copy of your final attendance verification at the end of the semester. | 50 points |
| Weekly ReflectionsDUE: Every Monday by 8:00 a.m. beginning 9/9 through 12/2 | Type a reflection of your activities and performance for the week. Reflections should be at least a paragraph. | 25 points each |
| Weekly Schedule and Contact InformationDUE: 9/16 | Provide personal contact information, SLP contact information, name of school principal, and any holidays, field trips, assembly dates, etc.List all of the times you will be at your practicum site broken into at least 30 minute increments. Briefly describe what you will be doing during each of those times as well as the room number where I can find you and the name(s) of the teacher(s) with whom you will be working. Submit the complete form on Canvas.If your schedule changes, please resubmit your schedule and notify your supervisor. | 50 points |
| School Emergency InformationDUE: 9/16 | Make copies of the school’s emergency procedures for severe weather, fire, and intruder. You must describe signals/sirens, specific procedures to follow, and evacuation routes/destinations. Submit on Canvas. | 50 points |
| Cooperating SLP EvaluationsDUE:Midterm – 10/7Final – 12/9 | Provide appropriate forms to your cooperating SLP at least a week in advance. Be sure to complete all demographic information prior to providing the forms to your SLP(s). Make sure all forms contain signatures before uploading to Canvas.Submit hard copies of evaluations at the end of the semester.2 Professional Disposition Evaluations – completed by your SLP. It is expected that students will demonstrate acceptable professional dispositions throughout the semester. If, at any time, there is a concern about a student’s professional dispositions, the student will be notified, and a follow up meeting will be scheduled. Each dispositions evaluation containing an unacceptable rating will result in a 225-point deduction.  | 225 points each |

8. Grading and Evaluation: Grades will be either S (Satisfactory) or U (Unsatisfactory). Final grade will be determined by observational ratings conducted by the course instructor and the on-site supervisor as well as the timeliness and quality of assignments. A standardized instrument is utilized for the evaluation of the student’s performance during classroom observations.

In order to earn a Satisfactory in the course, the following criteria must be met:

* 80-100% of points on assignments are earned and final dispositions evaluation contains all acceptable ratings
* All assignments were submitted
* Revisions were made to assignments until they were considered satisfactory and points were assigned
* All policies in the syllabus were followed
* All days/hours were completed prior to the end of finals week

Failure to meet all of the listed criteria will result in a U for the course.

9. **Class Policy Statements**:

Participation: Students are expected to participate in all class discussions and participate in all activities. Students should not be on electronic devices during meetings on campus or during time at their actual site. Assignments are due according to the dates provided. Unexcused late assignments are not acceptable. It is the student’s responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

Attendance: Attendance at practicum meetings is required. Attendance for 3 hours a week is required at your site. All absences must be excused. No more than 2 excused absences are permitted. Students must contact supervisor and cooperating SLP to inform of absence in advance. All absences must be made up prior to the end of the final examination period with approval from supervisor and SLP. At the discretion of individual instructors, verified absences may be excused under unusual circumstances (see the [Student Policy eHandbook](http://www.auburn.edu/studentpolicies)). In order for any absence to be considered excused, the instructor must be in receipt of the original documentation within seven days from the date of the absence.

Excused Absences: Students are granted excused absences from class for the following reasons:  Illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays.  Students who wish to have an excused absence from this class for any other reason must contact the instructor in advance of the absence to request permission.  The instructor will weigh the merits of the request and render a decision. The student must notify the instructor prior to the occurrence of any excused absences. In no case shall such notification occur more than one day after the absence.  Appropriate documentation for all excused absences is required. Please see the [Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies/) for more information on excused absences.

Assignments: Assignments are expected to be typewritten, grammatically accurate, and free of spelling and typographical errors. Assignments are to be of a quality that would be expected of a professional. All assignments must be completed and submitted on Canvas and revised until acceptable. Revisions are due within 3 days and should be made in a different color. Late assignments will have 10% of possible points deducted per day the original submission or revision is late. More than 2 late assignments will be considered a failure to meet the professional disposition standard related to meeting deadlines.

Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

Dress Code: Auburn students project the image of their own emerging professionalism and the overall program. Attire that could present a health or safety problem or could be disruptive is not appropriate. With this in mind, the following rules concerning dress and grooming are mandatory for all students participating in clinical experiences, practica, and internship. These regulations are based on those of schools and early intervention programs in which graduates of the program will be working.

1. Students keep their hair clean, groomed, and away from the eyes and face.
2. Students wear closed-toed shoes/foot garments.
3. Students are neat and clean at ALL times.
4. Clothing is clean and in a state of good repair.
5. Clothing and personal items are free of logos, words, draws, pictures, and other images. **Exceptions:** Auburn University related logos covering an area of less than 3 square inches.
6. Clothing covers the body in a professional manner. No leggings.
7. Tattoos and non-traditional piercings must not be visible.
8. No jeans may be worn to practicum.

Accommodations for Students with Disabilities: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with office hours, an alternate time can be arranged. To set up this meeting, please contact your supervisor by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

Honesty Code: All portions of the Auburn University student academic honesty code (Title XII) found in the Student Policy eHandbook ([www.auburn.edu/studentpolicies](http://www.auburn.edu/studentpolicies)) will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Auburn University Policy on Classroom Behavior: *The following policy applies to all settings (i.e., university, school setting, and off campus locations pertaining to the field experience).* “. . . Behavior in the classroom that impedes teaching and learning and creates obstacles to this goal [learning] is considered disruptive and therefore subject to sanctions . . . Students have the responsibility of complying with behavioral standards. . . Examples of improper behavior in the classroom (including the virtual classroom of e-mail, chat rooms, telephony, and web activities associated with courses) may include, but are not limited to the following: arriving after a class has begun, eating or drinking, use of tobacco products, monopolizing discussion, persistent speaking out of turn, distractive talking, including cell phone usage, audio or video recording of classroom activities or the use of electronic devices without the permission of the instructor, refusal to comply with reasonable instructor directions, employing insulting language or gestures, verbal, psychological, or physical threats, harassment, and physical violence.” (See Student Policy eHandbook at www.auburn.edu/studentpolicies)

Course Contingency: If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs an addendum to your syllabus and/or course assignments will replace the original materials.

Resolving Concerns Regarding Practicum:

Work with your SLP and university supervisor to resolve practicum concerns in a professional manner. You are expected to follow the chain of command in resolving issues that occur during your practicum. If an issue relates to occurrences at the school site, discuss your concerns with the SLP and keep your university supervisor apprised of the situation. If an issue relates to practicum requirements or supervision, share your concerns with your university supervisor(s). If issues are not resolved through these efforts, share your concerns with the person in the next level of authority at the institution.

AU Academic Grievance Policy: Auburn University students have access to a procedure for redress of grievances resulting from the actions of faculty or administrators.  Students who desire to file a grievance should review their options described under the [Student Academic Grievance Policy](https://sites.auburn.edu/admin/universitypolicies/Policies/StudentAcademicGrievancePolicy.pdf).

# Syllabus Signature Statement

I have read and reviewed the **RSED 4910 Special Education CMDS Practicum Syllabus for the current semester**. In compliance with the information outlined, **I agree to adhere to the policies and procedures outlined in this document.** I understand that it is my responsibility to ensure that I am following the policies and procedures and meeting all requirements in order to pass practicum and protect confidentiality for my students and any information pertaining to them.

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Student Signature Date