Auburn University

Department of Special Education, Rehabilitation, and Counseling

1. **COURSE NUMBER:** RSED 4920

**COURSE TITLE:** Clinical Residency– All Special Education Sections

**CREDIT HOURS:** 9

**PREREQUISITES:** Senior standing, COE Clinical Residency admission, Departmental approval, Clear background check

**CO-REQUISITES:** RSED 4140

# **University Supervisor Information**

Mrs. Schweck

1234A Haley Center

(334)844-3588

(334)524-6493

[kschweck@auburn.edu](mailto: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**: Spring 2019

**DAY/TIME**: Mon-Fri all day, follow teacher schedules, any school functions after hours, Weekly Meetings 6:00-7:30 p.m., HC 2467/Zoom. Students must ensure that our online meetings are conducted in private and all information from meetings is kept confidential.

**SYLLABUS PREPARED**: July 2009 (Updated 12/18)

3. **TEXTS**: COE Clinical Residency and Special Education Program Handbooks

Active student membership to the Council for Exceptional Children

required

4. **COURSE DESCRIPTION**: Comprehensive on-the-job experiences with individuals with disabilities in a school, college, or community-based social service setting. Intensive supervision of candidate’s application of cumulative learning from special education program.

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 candidates, as well as the specific programs.

Alabama Quality Teaching Standards (AQTS) and program-specific standards assigned to clinical residency for final assessment are listed in the addendums. The addendums include the following:

* AQTS standards (as articulated in the Pre-Service Teacher Continuum) and their relationship to internship key assessments
* Program-specific standards and their relationship to internship key assessments (multiple Excel files)

6. **Course Content:** Each candidate will be placed in an approved clinical residency site in his/her area of specialization to be in compliance with certification requirements. The candidate will be supervised by a clinical educator or mentor and a university supervisor. According to Alabama State Department Teacher Education chapter, the clinical residencies “shall be full-time in the schools for a full semester in the teaching field for which certification is sought and which may include more than one classroom or grade level, with experiences of the candidate progressing to the full responsibilities of the educator for at least 20 full days including at least 10 consecutive days” [**290-3-3.02(6)(c)1]**.

All Dates Listed in Assignments/Evaluation Table on following pages. Dates and times are subject to change.

| Date | Description |
| --- | --- |
| Tuesday 1/8/19  12-1  HC 1218 | First meeting: Welcome and Overview |
| Wednesday 1/9/19 | First Day of Clinical Residency |
| Weekly Meetings  Mondays 6:00-7:30 p.m.  HC 2204/Zoom | Will discuss syllabus, experiences, and upcoming assignments and responsibilities.  Important Dates-  *Mandatory edTPA meetings*: Time/Location TBA by Dr. King  *Start second site:*  Collaborative-3/4/19  EC/K-6 -3/25/19  *COE Interview Day:* 3/5/19 8:00-3:00, Beard Eaves Memorial Coliseum |
| Monday 4/29/19  Time TBA  Mrs. Schweck’s Office | SPED Exit Meeting  Due: Hard copies of Final Attendance Verification, Clinical Educator and University Supervisor Evaluations, edTPA Tasks, Independent Teaching Lesson Plans and Reflections, Exit Survey Verification |
| Monday 4/29/19  Time and Location TBA | COE Exit Meeting |

7. **Course Requirements:** Candidates are required to adhere to the negotiated requirements with their clinical residency site as well as the requirements listed in this syllabus and the College of Education Clinical Residency handbook.

The responsibilities assigned to a candidate are equivalent to the responsibilities of a full-time position. Satisfying the clinical residency requirements in a satisfactory manner requires that you devote a considerable amount of time and effort to your teaching responsibilities. During your clinical residency, you are advised to limit your involvement in any additional responsibilities such as part-time employment if at all possible.

1. **Attendance Requirements**
2. Attend the College’s Clinical Residency Orientation Meeting at the beginning of the semester.
3. Follow your school’s calendar beginning with the first class day of Auburn’s semester through the final class day of Auburn’s semester. You will not follow AU’s calendar of holidays. During spring semester, students placed in community-based settings who are not scheduled to have a spring break may take a week-long break in between placements or with AU’s spring break.
4. Attend weekly clinical residency meetings.
5. Be prompt and regular in attendance; follow the schedule expected of clinical educators. You are required to be full-time in the school for a full semester in the teaching field for which you are seeking certification. *Note: Absences should not occur except for emergencies (e.g. sickness, death in the family). If an absence is unavoidable, contact your clinical educator and university supervisor. You are required to make up absences and provide excuses for them. If you have not fulfilled this requirement by the last day of AU classes, you will attend the Clinical Residency Evaluation Meeting at the end of the semester then return to the school site to compete the attendance requirement. All required days must be completed within the clinical residency semester. During spring semester, students in community-based placements who are not scheduled to have a spring break may also makeup days during their week off in between placements.*
6. Attend all school functions that your clinical educator is required to attend (e.g. faculty meetings, PTO/PTA meetings, school/community events).
7. Attend all edTPA meetings.
8. Attend the Clinical Residency Evaluation/Exit Meetings at the end of the semester.
9. **Teaching Requirements**
   1. Work with your clinical educator to develop a schedule of teaching responsibility that includes a minimum of 20 full days of teaching (at least 10 days must be consecutive). Candidates majoring in collaborative special education will complete 10 days of independent teaching at each site. Candidates majoring in early childhood/K-6 will complete 15 days in their school setting and 5 days in their early intervention setting. *Any candidate who is absent from her or his 10-consecutive day assignment for one day, for a reason deemed acceptable by both the unit and the partner school, may exercise full responsibilities on the eleventh consecutive day.*
   2. Fulfill all responsibilities and tasks assigned by your clinical educator, school administrator(s), and university supervisor including lesson plans, grading, reflections, classroom maintenance, etc.
10. **Dual Placement Requirements (if required by your program area)**
    1. Duties will differ at each site. Assignments are similar and listed in this syllabus. Any adjustment to assignments due to type of placement must be approved by university supervisor in advance.
11. **Internship Key Assessments**

*Note: The addendum provides information about the relationship of AQTS as well as program-specific standards to internship assessments. Guidelines and scoring guides for internship assessments are available in the Clinical Residency Handbook and on the* [*COE Assessment webpage*](http://www.education.auburn.edu/aboutus/assessment/key_assessments_itp_2014_15.html)*.*

* 1. Auburn University EDUCATE Alabama

*Complete this assessment form as a self-assessment prior to beginning your clinical residency. Your clinical educator and university supervisor will use it to provide you with feedback on your performance at the midpoint and at the end of your clinical residency semester.*

* 1. edTPA

*Complete and submit for official scoring by Pearson by the deadline(s) specified by your edTPA coordinator(s). Upload the email verification form from Pearson into the Tk20 system following the instructions in your COE handbook or according to the emailed instructions that you receive from the Director of Assessment.*

* 1. Classroom Observation Instrument

*Work with your university supervisor to arrange a minimum of three observations with feedback. Earn all competent ratings on at least your final observation.*

* 1. Personal and Professional Dispositions Assessment

*This checklist is used to provide you with feedback on your professional dispositions. Your clinical educator and university supervisor will complete it at least at midpoint and the end of your clinical residency semester.*

The final clinical residency grade (S/U) is determined by the university supervisor and the clinical educator at the end of the semester. Grades will be assigned based on the following:

* Satisfactory completion of attendance requirements
* Satisfactory completion of teaching requirements (taught 20 full days, including 10 consecutive days)
* Satisfactory completion of all internship key assessments
* Verified edTPA submission
* Calculation of points according to the syllabus

## **Assignments and Evaluations**

All online assignments are due by 8am on the assigned due date. Hard copy assignments are due at the beginning of the meetings. 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.

NOTE: The assignments attached to this clinical residency will either be checked off or turned in for review to the university supervisor. If the clinical educator feels that the specific nature of the clinical residency placement warrants adaptations or modifications of any of these assignments, he/she should contact the university supervisor and new requirements will be established according to the unique characteristics of that particular setting. See following table.

| **Assignment and Due Date** | **Description** | **Possible Points** |
| --- | --- | --- |
| Memorandum of Understanding and Syllabus Signature Page  DUE: 1/9 | Sign the Memorandum of Understanding and the Syllabus Signature Page and submit on Canvas. | No points. Must submit to begin clinical residency. |
| CEC Membership  DUE: 1/14 | Candidates are required to be active members of Auburn University’s chapter of our field’s professional organization, Council for Exceptional Children. Submit verification of your student membership by submitting printouts from the website that show: Membership number Membership type Chapter Expiration date of membership | No points. Must complete to pass. |
| Introduction Letter to Parents and edTPA consent forms  DUE: 1/14 | Create and send home with learners a letter introducing yourself, explaining the edTPA, and requesting consent for edTPA recording. Use the guidelines provided to you in your edTPA meetings. Submit the completed letters and forms and tell me the day you sent them home in the comments. |  |
| Attendance Verification  DUE: Weekly beginning 1/22 (Tues) on Canvas and final hard copy on 4/29 | Complete the attendance verification form daily. Have your clinical educator 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 weekly on Canvas as well as a hard copy of your final attendance verification at the end of the semester. | 100 points |
| Emergency Contact Information  DUE:  Site 1: 1/14  Site 2:  Collab- 3/4  EC/K6- 3/25 | Complete the form found in the clinical residency handbook. Provide one copy to your school secretary and one copy to your clinical educator. Scan in and submit on Canvas. | 50 points each |
| Weekly Schedule and Contact Information  DUE:  Site 1: 1/22  Site 2:  Collab- 3/11  EC/K6- 4/1 | Provide personal contact information, clinical educator contact information, name of school principal, and any holidays, field trips, assembly dates, etc.  List all of the times you will be at your clinical residency 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 you will be and the name(s) of the clinical educator(s) with whom you will be working. Submit the complete form on Canvas.  If your schedule changes, please resubmit your schedule and notify your university supervisor.  During early intervention placements, this schedule will be re-submitted weekly using one assignment link. | 50 points each |
| School Emergency Information  DUE:  Site 1: 1/22  Site 2:  Collab- 3/11  EC/K6- 4/1 | For each site, 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.  For early intervention placements, submit evacuation and storm shelter plans at a minimum. | 50 points each |
| Lab Student Responsibilities  DUE: Weekly beginning 1/14 | Complete this form with your clinical educator to designate what is expected of you throughout your placements. This is not a reprint of your schedule. It is acceptable to plan for multiple weeks at a time, but it must be updated at least every week. It is acceptable for revisions/updates to be made. Submit on Canvas with clinical educator initials weekly and a signature at the end. | 200 points |
| Conference with Candidate Forms  DUE: Weekly beginning 1/22 | Provide your clinical educator with multiple copies of the form found on Canvas and in your Clinical Residency Handbook with all demographic information already completed. Ask your clinical educator to record overall comments about your performance, target areas of growth, and an action plan (if necessary). After discussing this feedback with your teacher, reflect on the feedback in writing. Submit the form from your teacher and either a separate document that contains your reflection or your reflections in the comment section of the assignment link on Canvas. Be sure to obtain the required signatures from you and your clinical educator. | 25 points each |
| Resume  DUE:  2/18 | Write a resume for the purpose of obtaining a teaching position. Submit on Canvas.  *COE Interview Day: 3/5/19 8:00-3:00* | 50 points |
| Special Education Paperwork  DUE:  Parts 1-3- ongoing beginning week 1  Part 4 – 4/22 on Canvas | Print the form off of Canvas and keep it in your notebook. Document your participation in the activities throughout each site and have your clinical educator verify with a signature. Complete one form for each site.  Part 1: Review special education paperwork including student IEP/IFSP goals and objectives. Participate in data collection/assessment on a regular basis as directed by your clinical educator. Document your participation on the form with your clinical educator(s).  Part 2: Participate in the development of special education paperwork (e.g. meetings, writing drafts, trainings). Document your participation on the form with your clinical educator(s).  Part 3: Enter information into WebSets or other applicable system (early intervention). Document your participation on the form with your clinical educator(s).  Part 4: Submit the completed Special Education Paperwork Documentation Form on Canvas. | 500 points  (125 points per section) |
| Lesson Plans and Reflections/ Independent Teaching  DUE:  Lesson Plans-Sundays by 11:59 p.m. prior to implementation to supervisor via tigermail. Must be approved by cooperating teacher prior to this.  Reflections-  Mondays following implementation by 8:00 a.m. to supervisor via tigermail. | **Collaborative** - Lesson Plans:  Write lesson plans for ALL activities during your 20 days of independent teaching using the Alabama Course of Study, the Extended Standards, the Skills of Teachers of Reading, and/or curriculum-based assessments introduced to you in your courses. Lesson plans should be written on the lesson plan form provided on Canvas. An alternate form is available for inclusion and resource settings. You must obtain permission from your university supervisor to use this form.  Reflections:  Reflect on each lesson you teach during your 20 days of independent teaching using a journal format (typed or written). You may add these to the reflection section of the lesson plan form if you choose.  **EC/K6** –  In school setting:  Write lesson plans for ALL activities during your 15 days of independent teaching in the schools using the Alabama Course of Study, the Extended Standards, the Skills of Teachers of Reading, and/or curriculum-based assessments introduced to you in your courses. Lesson plans should be written on the lesson plan form provided on Canvas. An alternate form is available for inclusion and resource settings. You must obtain permission from your university supervisor to use this form.  Reflections:  Reflect on each lesson you teach during your 20 days of independent teaching using a journal format (typed or written). You may add these to the reflection section of the lesson plan form if you choose.    In early intervention setting:  *Planning*-Resubmit weekly schedule each week. Submit service plans for all home visits, play groups, etc. for 5 of your days in early intervention setting.  *Reflections* are the second half of the service plan (Summary, Things to Work On Parent, Things to Work on Service Provider).  Everyone-  Remember- you must complete a minimum of 20 days of independent teaching. 10 of these must be consecutive. You must have a lesson/service plan for every part of your schedule for all 20 days.  You may complete additional days without submitting lesson plans to your supervisor. This is highly encouraged so that you maximize your clinical residency experience. | 50 points a day |
| Self-Evaluations and Semester Goals  DUE:  See next column | 1. Complete the initial self-assessment with the AU Educate Alabama form in the COE handbook and on Canvas based on previous experiences. **Due 1/14** 2. Using your initial self-assessment as a guide, establish goals for the first half of the semester (first site) with your clinical educator. **Due 1/22** 3. Reflect on your progress on your goals. **Due 2/25 for Collaborative and 3/18 for EC/K6** 4. Using most recent clinical educator and supervisor evaluations, establish goals for your second placement with your clinical educator. **Due 3/11 (Collab) and 4/1 (EC/K6)** 5. Reflect on your progress on your goals. **Due 4/29** | 25 points each |
| Clinical Educator Evaluations  DUE:  Collab-  2/4 – PPDA and Classroom Observation  3/4 – Classroom Observation,  PPDA, and AU/Educate AL Assessment  4/1- PPDA and Classroom Observation  4/29 –Classroom Observation,  PPDA, and AU/Educate AL Assessment  EC/K6-  2/4 – PPDA and Classroom Observation  2/25 – Classroom Observation,  PPDA, and AU/Educate AL Assessment  3/25- Classroom Observation, PPDA, and AU/Educate AL Assessment  4/29 –EI Classroom Observation,  PPDA, EI Clinical Residency Assessment, EI Dispositions | Provide appropriate forms to your assigned clinical educator at least a week in advance. If you are in inclusion settings, you should also provide a classroom observation form to your general educator. Be sure to complete all demographic information prior to providing the forms to your educator(s).  Make sure all forms contain signatures before uploading to Canvas.  4 Personal and Professional Disposition Assessments (PPDA)  These are completed by your clinical educator with input from general educator(s) as appropriate. Clinical educator disposition evaluations will be considered in Dispositions evaluations from your university supervisor.  It is expected that candidates will demonstrate the standards for *the Implementation of Professional Practice* Indicator throughout the semester. If, at any time, there is a concern about a candidate’s professional dispositions, the student will be notified, and a follow up meeting will be scheduled. Each dispositions evaluation containing ratings below the *Implementation of Professional Practice* Indicator rating will result in a 600-point deduction.  4 Classroom Observations – Please ask your clinical educator to include comments pertaining to your areas of strength and areas in need of improvement.  Candidates in EI settings will have an alternative form(s) to the Classroom Observation as well as an additional Clinical Residency Assessment (on Canvas) and EI Dispositions (on Canvas). This are in addition to the regular PPDA and modified Classroom Observation.  2 AU Educate Alabama Assessments-  Collaborative -Completed at the end of each site by your clinical educator.  EC/K6 – Completed twice during school placement. | All evaluations are S/U.  AC or above is Satisfactory for all evaluations prior to the final evaluations.  Final evaluations should be a majority of C ratings or above. |
| Supervisor Evaluations  Obs 1 – TBA  Obs 2 – TBA  Obs 3 – TBA  Obs 4 - TBA  DUE: the Monday following the receipt by 8am | Submit signed evaluation forms from your supervisor on Canvas.  3-4 Classroom Observations  \*\* One of these might be a video or zoom observation. You will submit a video of a teaching segment for your supervisor to review and provide feedback. Instructions are provided in the syllabus. | All evaluations are S/U.  AC or above is Satisfactory for all evaluations prior to the final evaluations.  Final evaluations should be a majority of C ratings or above. |
| Supervisor Dispositions  DUE: the Monday following receipt by 8am | Supervisor will complete a Personal and Professional Dispositions Evaluation at least two times during the semester (midterm and final). Sign and submit on Canvas.  It is expected that candidates will demonstrate the standards for *the Implementation of Professional Practice* Indicator throughout the semester. If, at any time, there is a concern about a candidate’s professional dispositions, the candidate will be notified, and a follow up meeting will be scheduled. Each dispositions evaluation containing ratings below the *Implementation of Professional Practice* Indicator rating will result in a 600-point deduction. | 600 points each |
| edTPA  DUE:  See COE handbook for edTPA submission deadlines  Canvas submission due:  4/15 | Candidates must complete and submit the edTPA according to the guidelines established by the College of Education. Mandatory meetings will be held throughout the semester to guide you with the process.  After the edTPA is submitted for scoring, candidates will upload all parts of the edPTA with the exception of the videos to Canvas. | No points – Must complete to pass |
| Clinical Residency Verification Form  DUE:  4/22 | Complete all necessary demographic information for the intern, teachers, and supervisor. Document *dates of independent teaching* and *supervisor observations* on the form that is provided on Canvas. Submit on Canvas. | No points – Must complete to pass |
| Exit Surveys  DUE: 4/22 | Complete COE field experience surveys on TK20 as well as departmental surveys on Qualtrics (link will be emailed to you or posted in an announcement). | No points – Must complete to pass |

8. Grading and Evaluation: Grades will be either S (Satisfactory) or U (Unsatisfactory). Final grade will be determined by observational ratings conducted by the university supervisor and the clinical educator(s) as well as the timeliness and quality of assignments. A standardized instrument is utilized for the evaluation of the candidate’s performance during classroom observations. See the College of Education Internship handbook for specific College of Education criteria for completion of internship.

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 ratings in at least the *Implementation of Professional Practice* Indicator
* Final clinical educator and supervisor evaluations indicate competency in all areas
* All assignments were submitted
* Revisions were made to assignments until they were considered satisfactory and points were assigned
* All policies in the syllabus, COE handbook, and special education student handbook were followed
* All days/hours were completed prior to the end of finals week
* Hard copies of attendance verification, evaluation forms, internship verification form, PWS/edTPA, independent teaching lesson plans and reflections, and evidence of exit survey completion were turned in
* edTPA was submitted for scoring following the COE guidelines

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

9. **Class Policy Statements**:

Participation: Candidates are expected to participate in all class discussions and participate in all activities. Candidates 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 candidate’s responsibility to contact the university supervisor if assignment deadlines are not met. Candidates are responsible for initiating arrangements for missed work.

Attendance: Attendance at clinical residency meetings is required. All days of clinical residency must be completed. All absences must be excused. No more than 2 excused absences are permitted. Candidates must contact university supervisor and clinical educator to inform of any absence or tardiness in advance. All absences must be made up prior to the end of the final examination period with approval from university supervisor and clinical educator. At the discretion of individual university supervisors, 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 university supervisor must be in receipt of the original documentation within seven days from the date of the absence.

Excused Absences: Candidates are granted excused absences from class for the following reasons:  Verified illness of the candidate or serious illness of a member of the candidate’s immediate family, the death of a member of the candidate’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.  Candidates who wish to have an excused absence from this class for any other reason must contact the university supervisor in advance of the absence to request permission.  The university supervisor will weigh the merits of the request and render a decision. The candidate must notify the university supervisor 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.

Communication: Candidates are expected to check tigermail and Canvas daily. Tigermail is the official form of communication for Auburn University. Requests for revisions to assignments will be made on Canvas.

Online Observations:You may be required to record one or more teaching segment for review and evaluation by your supervisor. These guidelines will help you ensure successful uploading and confidentiality protection. It is recommended that you practice these steps prior to your planned recording to avoid any problems. You will record the teaching segment with your own device. Then, you must create a Box account if you do not already have one. Box accounts are free to Auburn University students and faculty. Next, you upload your video to Box and share it with your university supervisor at [brumbka@auburn.edu](mailto:brumbka@auburn.edu) using the “Share” function. The link below will help you create your Box account. Remember, you must protect the confidentiality of your learners at all times. The video must be deleted from your personal device and Box after your supervisor has reviewed it. Please note: some schools require special permission to video learners. It is your responsibility to consult your clinical educator to determine if parent consent is needed. A letter can be provided for you to send home in advance. Please request the letter at least a week in advance of your planned recording date. Also note that instructions are provided on Canvas on blurring faces in videos to protect confidentiality.

Create Box Account [Link to establish Box account](https://auburn.service-now.com/it?id=kb_article&sys_id=18fa98f9db559f804d1a77e9af9619e6)

If a video recorded observation is not possible due to school partner regulations, an electronic observation might be conducted using Zoom so no recording of the teaching segment is required.

Professionalism: As faculty, staff, and candidates 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 candidates 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 candidates participating in clinical experiences, practica, and clinical residency. These regulations are based on those of schools and early intervention programs in which completers of the program will be working.

1. Candidates keep their hair clean, groomed, and away from the eyes and face.
2. Candidates wear closed-toed shoes/foot garments.
3. Candidates 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.

Accommodations for Candidates with Disabilities: Candidates 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). If your accommodations will be needed at your clinical residency site, you should also arrange a meeting with your clinical educator to discuss.

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 Clinical Residency:

Work with your clinical educator and university supervisor to resolve clinical residency concerns in a professional manner. You are expected to follow the chain of command in resolving issues that occur during your clinical residency. If an issue relates to occurrences at the school site, discuss your concerns with the clinical educator and keep your university supervisor apprised of the situation. If an issue relates to clinical residencies requirements or supervision, share your concerns with your university supervisor. 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 4920 Special Education Clinical Residency Syllabus, the COE Clinical Residency Handbook, and the Special Education Handbook for the current semester**. In compliance with the information outlined, **I agree to adhere to the policies and procedures outlined in these documents.** 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 clinical residency and protect confidentiality for my learners and any information pertaining to them.

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Candidate Signature Date