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| **RSED 7916****Distance Education****Practicum****ALTERNATIVE and OTHER CERTIFCATION*****SPRING 2012*****- - - - - - - - - -****Department of Special Education Rehabilitation Counseling****College of Education****Instructor Information**:**Dr. Vanessa Hinton****1234D Haley Center****(334) 844-7694****vmh0002@auburn.edu****- - - - - - - - - -**Office Hours:**by appointment** |  |

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| **Auburn University****Department of Rehabilitation and Special Education** |

**1.** **COURSE NUMBER: RSED 7916** (Special Education)

 **Course Title:** DE Practicum **(ALTERNATIVE AND OTHER)**

 **Credit Hours:** 1-6

 **Prerequisites:** Departmental approval

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| **University Supervisor**Name: **Dr. Vanessa Hinton**Office: 1234D Haley CenterPhone: (334) 844-7694Email: vmh0002@auburn.eduOffice hours : ***By appointment*** |   |  |

**2**. **DATE SYLLABUS PREPARED**: May 2012

**3. TEXTS:** None

**4.** **COURSE DESCRIPTION**:(variable) This practicum will provide the advanced 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.

1. **COURSE OBJECTIVES**: 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.

**Based upon ASLDE standards, ALL students will:**

 1. Develop, select, administer, and interpret formal and informal assessments; *34(1)(b)1*

 2. Translate assessment information into functional long-term goals and short-term benchmarks; *34(1)(b)2*

 3. Implement or assist other teachers 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. Continuously analyze the effectiveness of the individualized education program and make appropriate modifications; *34(1)(b)4*

 5. Select and implement research-based curricula and practices related to the core components of reading such as explicit and direct instruction and appropriate grouping; *34(1)(b)5*

 6. Utilize effective teaching strategies designed to promote learning and improve student achievement; *34(1)(b)6*

 7. Modify methods, materials, and equipment to meet student needs; *34(1)(b)7*

 8. Implement research-based behavior management techniques and practices that include school-wide, classroom, and individual proactive positive behavior supports; *34(1)(b)8*

 9. Plan and facilitate transition programs within and outside the school setting; *34(1)(b)9*

 10. Effectively communicate the goals of the instructional program to the student, the student’s primary caregivers, and appropriate professionals; *34(1)(b)10*

 11. Design and implement programs that reflect knowledge, awareness, and responsiveness to diverse cultures, including cultural and socioeconomic factors; *34(1)(b)11*

 12. Work effectively with members of the instructional team and professionals from related fields. *34(1)(b)12*

In the **EARLY CHILD SPECIAL EDUCATION program,** the student will:

 1. Plan, implement, and evaluate programs designed to meet the special needs of children with disabilities from birth through age eight; *37(2)(b)1*

 2. Provide developmentally appropriate programs for infants and young children with disabilities; *37(2)(b)2*

 3. Consult with parents and other family members in their efforts to understand, accept, and provide care for the young child with special needs; *37(2)(b)3*

 4. Work collaboratively with members of an interdisciplinary team in assessment and intervention efforts; *37(2)(b)4*

 5. Adapt methods and materials to the needs of children with varying exceptionalities from birth through age eight; and *37(2)(b)5*

 6. Use observational/assessment techniques and instruments appropriate for children with varying exceptionalities from birth through age eight. *37(2)(b)6*

In the **COLLABORATIVE TEACHER (K-6) program**, the student will:

 1. Assess students’ needs in order to plan an individualized education program appropriate for classroom instruction; *35(1)(b)1*

 2. Create an optimal learning environment by utilizing, evaluating, modifying and adapting the classroom setting, curricula, teaching strategies, materials and equipment; *35(1)(b)2*

 3. Utilize practices to encourage family support in the student’s program; *35(1)(b)3*

 4. Assist in the evaluation and implementation of assistive technology; *35(1)(b)4*

 5. Collaboratively utilize and evaluate the effectiveness of a variety of instructional strategies to facilitate the student’s attainment of goals and objectives; *35(1)(b)5*

 6. Implement appropriate behavioral interventions based on a functional analysis of behavior; *35(1)(b)6*

 7. Build student’s communication abilities and social interaction skills through the development of appropriate language and conversational skills; *35(1)(b)7*

 8. Plan and implement an instructional program for grades K-6 using the Alabama courses of study for mathematics, English language arts, social studies and science; *35(1)(b)8*

 9. Develop and implement appropriate school healthcare plans and specialized instructional and therapeutic techniques including physical and behavior management; *35(1)(b)9*

 10. Implement a variety of validated, research-based reading programs selected to meet the needs of students and including the strategies recommended in the Alabama Reading Initiative publications including Essential Skills of Teachers of Reading; *35(1)(b)10*

 11. Teach developmental stages of writing and spelling including the writing process; the stages of prewriting, drafting, revising, editing, and publishing; and writing across the curriculum; *35(1)(b)11*

 12. Use peer and teacher conferencing and rubric assessment to help students edit and revise their writing. *35(1)(b)*

Additionally, in THE **COLLABORATIVE TEACHER (6-12) program**, the student will:

 1. Assess students’ needs and personal preferences in areas such as communication, cognition, motor, self-help/adaptive, social/emotional, functional life skills, and vocational skills in order to plan an individualized educational program for instruction. *36(1)(b)1*

 2. Utilize practices for facilitating student self-determination and enlisting the support and participation of families in the student’s educational program. *36(1)(b)2*

 3. Create an optimal learning environment by collaboratively utilizing, evaluating, modifying and adapting the classroom setting, curricula, teaching strategies, materials, and equipment. *36(1)(b)3*

 4. Plan and implement an instructional program in the areas of general and functional academics, social, vocational, independent living, and leisure skills. *36(1)(b)4*

 5. Plan and implement work-based learning programs (such as on-campus work experiences, community-based work experiences, and work place mentoring) to foster the development of work place competencies and career goals. *36(1)(b)5*

 6. Participate in collaborative teaming approaches for the purpose of decision-making related to instruction, curriculum, social interactions, and interagency collaboration with school and agency staff, students, and family members. *36(1)(b)6*

 7. Create effective linkages between students and post-secondary educational institutions and/or the business community to transition students to future environments*. 36(1)(b)7*

 8. Develop and implement appropriate school healthcare plans and specialized instructional and therapeutic techniques including physical and behavior management. *36(1)(b)8*

 9. Implement appropriate behavioral interventions based on a functional analysis of behavior. *36(1)(b) 9*

1. **COURSE CONTENT:** Supervisors will have meetings on campus as announced. Supervisor schedules on-site field visits during which the laboratory experience is discussed and evaluated.

**7. REQUIREMENTS**

**TIME REQUIREMENTS:** For every 1-hour of practicum, students should spend a *minimum* of 10 hours per week at the practicum site. Students should be at the school a *minimum* of 3 days a week during the entire semester.

**GENERAL GUIDELINES FOR ASSUMING TEACHING RESPONSIBILITIES**

• As a general rule, practicum students should be allowed a certain amount of observation time (1-2 weeks) in order to familiarize themselves with the students and the settings.

• Then, they should teach lessons using the teacher’s lesson plans (about 2 weeks).

• Finally, they should write and teach their own lesson plans for the remainder of the semester.

• However, this tentative timeline for assuming responsibility can be altered depending on the level of experience of the practicum student and the particular class setting.

**PRACTICA ASSIGNMENTS**

**•** Throughout your practica placements, you will be expected to complete the assignments/activities/projects listed below.

• At the beginning of each placement, sit down with your cooperating teacher and identify those assignments/activities/projects that would be appropriate and feasible to complete during the practicum.

• In order to provide documentation of the completion of the assignments and verification of your hours, you are to organize a notebook that you will add to for each practica.

• Your notebook should be organized as follows:

**A. Hours verification sheets**

**B. Cooperating teacher and university supervisor evaluations**

**C. Self-evaluations**

**D. Completed assignments**

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| **RSED 7916 = ALTERNATIVE AND OTHER CERTIFICATION****ASSIGNMENTS AND EVALUATIONS** |
| ***NOTE:**** ***Assignments 1- 13****, as applicable, are to be completed at each practicum.*
* ***Evaluations*** *are completed by Cooperating Teacher and University Supervisor during each practicum.*
* ***Assignments 14-15*** *are completed only once during the course of all practica.*
* ***ALL forms are posted, assignments that do not use the proper forms will be sent back***
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| ***ASSIGNMENT*** | ***DESCRIPTION*** | ***POINTS*** ***DUE DATES*** |
| 1. **Weekly Schedule and Contact Information**

*(Both Forms Posted)* | * List all the times you will be at your practicum site, what you will be doing (generally) during those times, and room numbers where you will be located.
* If, at any time, your schedule changes please email your new schedule to your supervisor **ASAP.**
 | **50 pts****DUE:** May 29 by 5:00 pm |
| **2. Observation of Classroom Procedures** *(Form Posted)* | * Complete one observation form for each class you are placed at your practicum site.
* Observe the classroom and make notes regarding items on the form that include classroom environment, students, and school environment.
* Later, respond to each component in a typed report.
 | **25 pts****DUE**: June 11 by 5:00 pm |
| **3. Observation of Lessons** *(Form Posted)* | * Observe your cooperating teacher teaching for one entire day and make notes regarding the items on the form.
* Later, respond to each component in a typed report.
* You should have *one form for each lesson* taught that day.
 | **25 pts****DUE**: June 11 by 5:00 pm |
| **5. Academic and Behavioral Intervention Plans***(Forms Posted)* | * Write TWO intervention plans for one student based on goals in the IEP.
* One must be academic, and one must be behavioral.

**There will be a video and powerpoint discussing how to complete intervention Plans.** | **TOTAL 100 pts****DUE**: June 18By 5:00 pm |
| **6.Data Collection**  | * Data will be collected weekly for a period of 5 weeks on the academic and behavior intervention that was laid out in the intervention plan assignment

**Intervention Plans must be approved before data can be collected.**  | ***40 pts each week for a total of 200 pts.*****DUE**: June 25, July 2, July 9, July 16, July 23By 5*:00pm* |
| **7.Intervention Plan Reflection** | * Reflection using form provided (due at end of semester).
* Submit a final copy of completed intervention plan and data collection graph with narrative notes
 | ***80 pts*****DUE**: July 23By 5*:00pm* |
| **8. Cooperative Teacher and Practicum Student Selected Activities *(minimum of 2)****(No form, you will have a finished product and you will write a 1 page reflection)* | * This provides an opportunity for the cooperative teacher and you to select activities that are relevant to the practicum site and your interests.
* Each student will provide a finished product/picture and explanation of the implemented activities.
* Provide a 1 page reflection of the student’s learning and outcomes.
* ***Examples of activities include:***
* developing a learning center,
* developing review activities for students in general education classes,
* working with a small group of students on remedial instruction,
* developing and implementing a co-teaching unit,
* adapting curriculum and instructional materials,
* developing and implementing a career awareness unit,
* administering student interest and preferences interviews,
* supervising students in job training sites,
* development and implementation of a Functional Behavioral Assessment (FBA),
* development and implementation of behavior intervention plan (BIP) that includes at least 3 behaviors including graphing results,
* development and implementation of lesson using a social story,
* development of autism specific visual supports for use in a classroom for an individual student,
* development of discrete trial activities related to IEP goals, development of work station activities related to students IEP goals etc.
 | **50 pts****DUE:** July 27 by 5:00 pm |
| **9. Service Activity** (*Form Posted*) | * Participate in a service activity during the semester *(e.g., proctoring an exam for Program for Students with Disabilities, Special Olympics, tutoring, respite care).*
* Submit a written report (**min 2 pages)** describing and reflecting on experience.
* ***Each student will provide documentation of activity***.
 | **20 pts****DUE** week of 4/9/12 |
| **10. Self-Evaluation for Midterm and Final**  *(Forms Posted)* | 1. Engage in a self-assessment of strengths and challenges related to the College of Education’s assessments.
* ***Consider the areas of***: content knowledge, planning, implementation, reflection, analysis of student learning and learning environment, and professionalism
* ***Consider knowledge and skills addressed*** in the Professional Work Sample, Inventory of Candidate Proficiencies and PEPE/EDUCATE Alabama).
* Fill out a PEPE on your performance **before** you go over the PEPE that the cooperating teacher completes.
 | **15 points each time for a total of 30 points****DUE** June 20 for Midterm and July 23 for Finalby 5:00 pm |
| **11. Cooperating Teacher Evaluations**  **PEPE****(Midterm & Final)** **Clinical Competency****(Midterm & Final)****Professional Standards****(Midterm & Final)***(All 3 Forms Posted)* | **PEPE (Midterm and Final):*** Cooperating teacher will complete two PEPE evaluations on student.
* This evaluation will be completed on classroom performance during the semester.

**Clinical Competency (Midterm and Final**):* The “***Clinical Competency”*** evaluation is an ongoing assessment of student performance.
* Teachers may check off skills demonstrated using the same form for the entire semester.

**Professional Standards*** ***ALL standards*** listed on the Professional Standards Evaluation must be met.

\***Studentsprovide the blank evaluations (PEPE, Clinical competencies, and professional standards) to the cooperating teacher at least a week in advance**. | ***All evaluations*** *PEPE, Clinical Competencies, and Professional Standards are worth a total**of* ***500 points*** ***250 pts midterm and 250 pts final*****DUE** June 20 for Midterm and July 23 for Finalby 5:00 pm |
| **8. University Supervisor Evaluations** **PEPE****(Midterm & Final)****Professional Standards****(Midterm & Final)** | Your supervisor will fill out a **PEPE** on your performance by observing the videos you submit in Canvas. A PEPE twice, once at Midterm and another as a Final. **Professional Standards** will also be completed by the University Supervisor based on turning assignments in on time, demonstrating professional behavior, and feedback from the cooperating teacher. Professional Standards will be completed during Midterm and Final as well. \* **You must submit your first video before these evaluations can occur.** | ***PEPE*****Total 100 pts*****50 pts each******Professional Standards*****Total 400 pts*****200 pts each*****PEPE DUE** June 20 for Midterm and July 23 for Finalby 5:00 pm**Professional Standards DUE**July 2 for Midterm and July 27 for Finalby 5:00 pm |
| **13. Attendance Verification** (*Form Posted)* | Scan in Attendance verification form with original signatures to verify your hours and attendance. | **100 points** ***DUE***July 27 by 5:00 pm |
| *Assignments that are completed only once during the course of all practica .* |  |
| **14. Professional Work Sample** *(substitute for* *Self-evaluation)* | * Complete the **College of Education’s Professional Work Sample (PWS)** form and the advanced field experience documentation form.
* *(Information about the PWS and forms are posted.)*
 | **DUE**June 25 |
| **15. Resume**  | * Write a resume for the purpose of obtaining a teaching job.
* *Highly recommended in preparation for employment after graduation*
 | July 27 |

1. **GRADING AND EVALUATION:**

Grades will be either **S** (***S*atisfactory**) or **U (*Unsatisfactory).***

* Evaluation will occur based on the following:

1680-1344 points = **S** (***Satisfactory***) 1343-0 points = **U** (***Unsatisfactory***)

* In addition to meeting the Special Education Program requirements for receiving an **S** (***Satisfactory***) for practicum are as follows:
* **All** assignments must be turned in.
* Revisions must be made to assignments until they are considered **satisfactory** by the supervisor and/or cooperating teacher
* Student must demonstrate ***professional standards*** throughout the entire practicum.
* The student may be assigned a **U** (***Unsatisfactory***) in the course for failure to demonstrate ***professional standards*** regardless of supervisor and cooperating teacher evaluations
* Required practicum portfolio components turned in at last meeting
1. **CLASS POLICY STATEMENTS:**

**Professionalism/Dispositions:** As 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

**ATTENDANCE:** The Department of Rehabilitation and Special Education attendance policy is that

* (a) only one (1) absence is permitted for a semester course that meets once a week, and
* (b) only two (2) absences are permitted for a semester course that meets two or more times a week.
* Failure to meet this standard will result in a grade of **“FA” (failure for excessive absences)** unless the student withdraws from the class prior to the withdrawal date (see university semester calendar).
* At the discretion of individual instructors, verified absences **may be** excused under unusual circumstances (see *Tiger Cub*). In order for the absence to be considered excusable, *however,* the instructor must be in receipt of the documentation within seven days from the class in which the absence occurred. As well, students are expected to arrive to class on time. Two unexcused tardies are equivalent to 1 unexcused absence.

**Assignments:** All assignments should be typed and prepared in a professional manner (e.g., neat, correct grammar, spelling), following APA guidelines. Additionally, assignments are due on the date listed in the syllabus.

* For each day an assignment is late, 5% will be deducted from the final earned grade for the assignment.
* **Failure to meet deadlines is included in the professional standards. More than 2 late assignments will be considered a failure in meeting this standard.**
* **Failure to meet all professional standards will result a grade of U (unsatisfactory) in the course.**

**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.

**Accommodations for Students with Disabilities:** Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of his/her Accommodations Letter and an Instructor Verification Form to the meeting. If the student does not have these forms but needs accommodations, he/she should make an appointment with the Program for Students with Disabilities, 1228 Haley Center, 844-2096 (V/TT).

**Academic Honesty Policy:** All portions of the Auburn University student academic honesty code (Title XII) found in the *Tiger Cub* 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.

**Student Academic Grievance Policy**: The purpose of this university policy is to “resolve academic grievances of students, which results from actions of faculty or administration. This resolution should be achieved at the lowest level and in the most equitable way. The burden of proof rests with the complainants.” See ***Tiger Cub*** (page 96) for steps toward redress.

**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 internship 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 ***Tiger Cub***)

**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 than addendum to your syllabus and/or course assignments will replace the original materials.