Auburn University

Department of Special Education, Rehabilitation, and Counseling

1. **COURSE NUMBER:** RSED 4910

**COURSE TITLE:** Practicum – SLHS in Special Education

**CREDIT HOURS:** 3

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

**CO-REQUISITES:** None

# **University Supervisor Information**

## SLHS Placements:

Dr. Schweck

College of Education Building, Office 3153

345 W. Samford Ave.

334-844-3588

brumbka@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 2025

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

**SYLLABUS PREPARED**: July 2025

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 week. 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 7 am 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** |
| --- | --- | --- |
| 9/3/25 | **First day of Practicum-**  Contact SLP prior to this to introduce yourself and arrange your first day. |  |
| Memorandum of Understanding and Syllabus Signature Page  DUE: 8/25 | Students must sign the Memorandum of Understanding and the Syllabus Signature Page and submit on Canvas. | 50 |
| Attendance Verification  DUE:  Midterm- 10/6  Final – 12/8 | 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 Reflections  DUE: Every Monday by 7:00 a.m. beginning 9/15 through 12/8 | Type a summary and reflection of your activities and performance for the week. Submissions should be at least a paragraph. | 25 points each |
| Weekly Schedule and Contact Information  DUE: 9/15 | 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. If applicable, break down longer blocks into shorter increments that describe what happens during the block in 30-45 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 educator(s) with whom you will be working (**who)**. Submit the completed form on Canvas.  If your schedule changes, please resubmit your schedule and notify your supervisor. | 50 points |
| School Emergency Information  DUE: 9/22 | 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 Evaluations  DUE:  Midterm – 10/6  Final – 12/8 | 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.

Students may withdraw without grade penalty until the 15th class day and until mid-semester (although a W will appear on your transcript if you withdraw between the 16th and 36th class day). Students who withdraw from the course between the 6th class day and the 15th class day will pay a course drop fee of $100. This includes dropping one section to add a different section. Be sure you are registered for the correct section for your major/grade level.

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

* 85-100% 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 (see attendance policy).

Failure to meet any 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. **While absences due to school/AU holidays are excused, all students must have a minimum of 12/13 weeks (36/39 hours) of attendance by the end of the semester. Therefore, if multiple holidays occur on your scheduled day, you will have to make up missed hours until you have at obtained at least 36 hours.**

**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.

**Communication**: Students are expected to use professional communication skills in verbal and written communication. They are also responsible for checking their email and Canvas pages regularly. Students should set up notifications in Canvas to alert them when announcements are posted, assignments are due, grades are released, etc. Follow this link for help on how to set these up: ["Getting Started with Canvas" (video and transcipt)](https://vimeo.com/74677642). In field experience courses, candidates are expected to check tigermail and Canvas daily and respond to communication within 24 hours.

**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 all students
* 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 abide by school system guidelines.
8. No jeans may be worn to practicum.
9. School system dress codes must be followed at all times.

**Zoom/WebEx policies**: When we meet on Zoom and, in the event, you participate in virtual instruction via any livestream services, your attendance, attention, and participation are expected. Zoom participation requires you to keep your video on with your face in view and your microphone muted when you are not speaking unless otherwise directed. Zoom/webex meetings are professional interactions. You should dress and behave as you would in a normal face-to-face university or classroom setting. To the extent possible, please minimize distractions in the background. Also, in order to protect and maintain confidentiality of the students and schools you serve, zoom/webex participation should take place in a setting where privacy can be ensured.

**Disability Accommodations:** Students who need accommodations should submit their approved accommodations through the AIM Student Portal on AU Access and follow-up with the instructor about an appointment. It is important for the student to complete these steps as soon as possible; accommodations are not retroactive. Students who have not established accommodations through the Office of Accessibility, but need accommodations, should contact the Office of Accessibility at: [ACCESSIBILITY@auburn.edu](mailto:ACCESSIBILITY@auburn.edu) or [(334) 844-2096](tel:(334)844-2096) (V/TT). The Office of Accessibility is located in Haley Center 1228. If your accommodations will be needed at your practicum site, you should also arrange a meeting with your clinical educator to discuss.

**Academic Honesty**: 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.

**AI Policy: Not Permitted in this Course**

In this course, it is expected that all submitted work is produced by the students themselves, whether individually or collaboratively. Students must not seek the assistance of Generative AI Tools like Microsoft Copilot, ChatGPT, Claude, or Gemini. Use of a Generative AI Tool to complete an assignment constitutes academic dishonesty.

**Auburn University Policy on Classroom Behavior**:The Auburn University Classroom Behavior Policy is strictly followed in the course and applies to all settings related to field experiences (university, school, and off-campus); please refer to the [Student Policy eHandbook](https://auburnpub.cfmnetwork.com/B.aspx?BookId=12839) for details of this policy.

**Instructional 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**: 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 University Policy Site for steps toward redress <https://sites.auburn.edu/admin/universitypolicies/default.aspx>.

**Mental Health:** If you or someone you know needs support, you are encouraged to contact Auburn Cares at 334 844-1306 or auburn.edu/auburncares. Auburn cares will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

Student Counseling and Psychological Services provides confidential, no-cost mental health counseling and psychiatric services to Auburn Students. You can speak with a counselor 24/7/365 by calling 334 844-5123. Learn more about mental health information on campus at auburn.edu/scps.

**Basic Needs:** Any student experiencing food insecurity or an unexpected financial crisis is encouraged to contact Auburn Cares at 334 844-1305 or auburn.edu/auburncares for resources and support.

**Sexual Misconduct Resources:** Auburn University faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the Title IX Office, who can assist you with filing a formal complaint, No-Contact Directives, and obtaining supportive measures. Find more information at auburn.edu/titleix.

If you would like to speak with someone confidentially, Safe Harbor (334-844-7233) and Student Counseling & Psychological Services (334-844-5123) are both confidential resources. Safe Harbor provides support to students who have experienced sexual or relationship violence by connecting them with academic, medical, mental health, and safety resources. For additional information, visit auburn.edu/safeharbor.

# **Syllabus Signature Statement**

I have read and reviewed the **RSED 4910 Special Education SLHS 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