Auburn University

Department of Special Education, Rehabilitation, and Counseling

1. **COURSE NUMBER:** RSED 7911 – on-campus

**COURSE TITLE:** Practicum – Elementary I Literacy and Numeracy in Special Education

**CREDIT HOURS:** 2

**PREREQUISITES:** Junior standing or above, admission to teacher education, clear background check, advisor approval

**CO-REQUISITES:** None

# **University Supervisor Information**

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.

Ms. Tara Tucker

College of Education Building, Office 3153

345 W. Samford Ave.

334-591-0077

tsr0020@auburn.edu

Office hours: Wednesday 1:00-2:00 or by appointment

2. **TERM**: Fall 2025

**DAY/TIME**:

* 3 days a week (MWF), 16 hours a week (6 hours on MW, 4 hours on F), Meetings on campus weekly on Wednesdays from 3pm-4:50 p.m. in COE 1121

**SYLLABUS PREPARED**: July 2025

3. **TEXTS**: **Required**

* Active student membership in the Council for Exceptional Children (national and local)
* Readings posted on Canvas as needed

4. **COURSE DESCRIPTION**: (variable) The practicum provides the candidate 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 certification requirements and 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 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 candidates, as well as the specific programs. A general course objective for all candidates 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 candidate according to his or her needs and the nature of the assigned experience (e.g., disability types, severity of disability, assessment, instruction, placement, etc.). Learning outcomes vary according to program.

### All candidates will:

1.1.2 Use understanding of development and individual differences to respond to the needs of individuals with exceptionalities.

2.1.1 Collaborate with general educators and other colleagues to create safe, inclusive, culturally responsive learning environments to engage individuals with exceptionalities in meaningful learning activities and social interactions.

2.1.2 Use motivational and instructional interventions to teach individuals with exceptionalities how to adapt to different environments.

2.1.3 Know how to intervene safely and appropriately with individuals with exceptionalities who are in crisis.

3.1.1 Understand the central concepts, structures of the discipline, and tools of inquiry of the content areas they teach, and organize this knowledge, integrate cross-disciplinary skills, and develop meaningful learning progressions for individuals with exceptionalities. [“General curricula” means the academic content of the general curricula including math, reading, English language arts, science, social studies, and the arts. “Specialized curricula” means the content of specialized interventions or sets of interventions including, but not limited to academic, strategic, communicative, social, emotional, and independence curricula.]

3.1.2 Understand and use general and specialized content knowledge for teaching across curricular content areas to individualize learning for individuals with exceptionalities.

3.1.3 Modify general and specialized curricula to make them accessible to individuals with exceptionalities.

4.1.1 Select and use technically sound formal and informal assessments that minimize bias.

4.1.2 Use knowledge of measurement principles and practices to interpret assessment results and guide educational decisions for individuals with exceptionalities.

4.1.3 Collaborate with colleagues and families to use multiple types of assessment information in making decisions about individuals with exceptionalities.

4.1.4 Engage individuals with exceptionalities to work toward quality learning and performance and provide feedback to guide them.

5.1.1 Consider an individual’s abilities, interests, learning environments, and cultural and linguistic factors in the selection, development, and adaptation of learning experiences for individuals with exceptionalities. (Instructional strategies include intervention used in academic and specialized curricula.)

5.1.2 Use technologies to support instructional assessment, planning, and delivery for individuals with exceptionalities.

5.1.3 Use augmentative and alternative communication systems and a variety of assistive technologies to support the communication and learning of individuals with exceptionalities.

5.1.4 Use strategies to enhance language development and communications skills of individuals with exceptionalities.

5.1.6 Teach to mastery and promote generalization of learning.

5.1.7 Teach cross-disciplinary knowledge and skills such as critical thinking and problem solving to individuals with exceptionalities.

6.1.1 Use Professional Ethical Principles and Professional Practice Standards to guide their practice.

6.1.2 Understand how foundational knowledge and current issues influence professional practice.

6.1.4 Understand the significance of lifelong learning and participate in professional activities and learning communities.

6.1.6 Provide guidance and direction to paraeducators, tutors, and volunteers.

7.1.1 Use theory and elements of effective collaboration.

7.1.3 Use collaboration to promote the well-being of individuals with exceptionalities across a wide range of settings and collaborators.

3.2 Determine the appropriateness of and implement curricula to meet the needs of children with various exceptionalities across a variety of settings.

*Early Childhood/K6 Candidates will also:*

6.2 Understand and apply Alabama standards for pre-school education.

**6. COURSE CONTENT:** Each candidate will be placed in an approved practicum site in their area of specialization in compliance with certification requirements. The candidate will be supervised by a clinical educator and a university supervisor.

All Dates are listed in Assignments/Evaluation Table below. Dates and times are subject to change.

| **Date** | **Description** |
| --- | --- |
| 8/20/25 and every Wednesday afterwards  3-4:50 p.m., COE 1121 | First meeting: Welcome, Syllabus, Questions  Subsequent meetings: Learn about assignments, discuss and reflect on practicum experiences  First day of practicum: 9/3/25 |
| Supervisor visits  TBA | 2-3 visits (virtual or face to face possible) |
| Turn in all practicum portfolio components  12/9/25 | Turn in on box.com in your designated folder |

7. **COURSE REQUIREMENTS:** Candidates are required to meet essential functions of a special education teacher as defined by the schools and adhere to the negotiated requirements with their practicum site as well as the requirements listed in this syllabus, the College of Education Orientation Handbook, the Special Education Handbook, the Alabama Educator Code of Ethics, and the School Partner Memorandum of Understanding.

Candidates will:

1. Go to their assigned sites for a total of 16 hours per week for each 2 credit hours of practicum. The schedule should be worked out during the candidate’s first visit. The candidate and clinical educator will determine the best times to come based upon the clinical educator’s daily schedule and the candidate’s class schedule. The candidate should be at the practicum site a minimum of 3 days (16 hours) per week. Students will also make observations in other settings (general education numeracy and literacy, prek, etc.) as assigned by supervisor.
2. Attend weekly practicum meetings on campus at the time listed on schedule/announced by supervisor.
3. Keep an attendance log using the form on Canvas. Candidates will obtain clinical educator initials weekly and submit on Canvas. Candidates will turn in a final copy containing the clinical educator’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. Candidates 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. Candidates must check Canvas every day.
6. Work with clinical educators on a schedule that permits the candidate some time to observe and assist before taking over instructional duties.
7. Work with supervisor to arrange visits for classroom observations during the semester. One of these may be electronic if necessary.
8. Communicate assignments with clinical educator. If the clinical educator has questions or concerns about any of the assignments, the candidate should ask the clinical educator to contact the supervisor.

## **Assignments and Evaluations**

**All online assignments are due by 7am 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 Table**

| **Assignment and Due Date** | **Description** | **Possible Points** |
| --- | --- | --- |
| Memorandum of Understanding and Syllabus Signature Page  DUE: 8/25 | Sign the Memorandum of Understanding and the Syllabus Signature Page and submit on Canvas. | No points. Must submit to begin practicum. |
| Syllabus Quiz  DUE: 9/2 | Complete the Syllabus Quiz on Canvas. | No points. Must have 100% correct to continue practicum. |
| CEC Membership and Participation   1. Membership and Publicity Release DUE 8/25 2. CEC Participation Verification DUE 12/1 | 1. Candidates are required to be active members of Auburn University’s chapter of our field’s professional organization, Council for Exceptional Children. Submit (on Canvas) a Publicity Release for CEC activities AND verification of your student membership by submitting screenshots from the website that show: Membership number Membership type Chapter Expiration date of membership 2. Join local chapter on AU Involve and pay local dues. Local chapter dues are paid yearly. 3. As developing professionals in the field of special education, all candidates are expected to attend AU CEC chapter meetings throughout the semester. These meetings will provide opportunities to demonstrate commitment to the field through professional development and service opportunities. Dates/times will be announced early in the semester. University- approved excuses or evidence of a conflicting AU class are required in the case of unavoidable absence. 4. Submit the CEC Participation Verification Form by the end of the semester. | No points. Required to pass practicum.  -This requirement will be evaluated using the Personal and Professional Dispositions Evaluation (Indicators 4 and 5). |
| Attendance Verification  DUE: Weekly beginning 9/8 on Canvas and final electronic copy on box on 12/9 | 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 an electronic copy of your final attendance verification at the end of the semester.  **You must inform your supervisor(s), and your clinical educator of any absences in advance**. All absences must be made up and excused. Excuses can be submitted with attendance for the week. Write in the missed day with a line through the times and make a note about your absence in the notes column. Write in the makeup day with times in and out and a note saying, "Makeup day from \_\_\_\_\_". | 100 points |
| Weekly Reflections and Challenges  DUE: Every Monday by 7:00 a.m. beginning 9/15 through 12/1 | Complete the Reflection Report form weekly and submit on Canvas. Each section on the form should contain at least 5 sentences. The purpose is to reflect on your performance. What did you do well? What could you do differently? What do you need to learn more about? What do you need to change for next week? Throughout the semester you will complete a WEEKLY CHALLENGE which may require you to complete other activities such as IRIS modules, reading articles, etc. | 25 points each |
| Weekly Schedule and Contact Information  DUE 9/15 | 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 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. Complete the template on Canvas and describe signals/sirens, specific procedures to follow, and evacuation routes/destinations. Submit on Canvas. | 50 points |

**Other Classroom Observations**

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| --- | --- | --- |
| General Education Literacy Class Observation and Reflection  DUE: 10/27 | Make arrangements through your teacher to observe two general education literacy lessons. Summarize and reflect on each observation using the template provided. | 25 points |
| General Education Numeracy Class Observation and Reflection  DUE: 10/27 | Make arrangements through your teacher to observe two general education mathematics lessons. Summarize and reflect on each observation using the template provided. | 25 points |
| Prek Special Education Observation and Reflection (ECK6 only)  DUE: 10/27 | Make arrangements through your teacher to observe a special education prek classroom two times during the semester. Summarize and reflect on each observation using the template provided. | 25 points |

**Literacy Portfolio**

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| --- | --- | --- |
| Literacy Lesson Plan Development  DUE: 10/27 | Individualize a lesson plan created in your literacy course to be implemented within your practicum setting. Submit materials that would be utilized to implement the lesson plan along with the lesson plan. | 100 points |
| Literacy Lesson Plan Implementation, Reflection, and Self-Evaluation  DUE: 12/1 | Record yourself implementing your literacy lesson using the GoReact tool in Canvas.  Then, evaluate yourself using the classroom observation form and reflect on the lesson implementation using the template provided in Canvas. | 150 points |
| Literacy Portfolio Checklist  DUE: 12/1 | Submit your updated Literacy Portfolio to your box folder. You are required to implement and reflect on a lesson in each area of the checklist by the end of your final practicum. | No points – must complete each semester to pass practicum with all components checked off to pass the final practicum |

**Numeracy Portfolio**

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| --- | --- | --- |
| Numeracy Lesson Plan Development  DUE: 10/27 | Individualize a lesson plan created in your numeracy course to be implemented within your practicum setting. Submit materials that would be utilized to implement the lesson plan along with the lesson plan. | 100 points |
| Numeracy Lesson Plan Implementation, Reflection, and Self-Evaluation  DUE: 12/1 | Record yourself implementing your numeracy lesson using the GoReact tool in Canvas.  Then, evaluate yourself using the classroom observation form and reflect on the lesson(s) implementation using the template provided in Canvas. | 150 points |
| Numeracy Portfolio Checklist  DUE: 12/1 | Submit your updated Numeracy Portfolio to your box folder. You are required to implement and reflect on a lesson in each area of the checklist by the end of your final practicum. | No points – must complete each semester to pass practicum with all components checked off to pass the final practicum |

**Intervention Plan Assignment**

Candidates will develop one intervention plan based on assessment information. The intervention plan should focus on a social behavior goal. Assignment requirements increase with each elementary practicum experience. There are four parts to the intervention plan. Students in their first practicum will complete part one (Assessment) and part two (Intervention Plan Development). **Note: Please reference *Behavior Intervention Plan Directions* on Canvas for complete directions and requirements for the assignment.**

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| --- | --- | --- |
| **Intervention Plan Part 1 *Assessment***  Part 1 Segment 1  DUE: 9/29  Part 1 Segment 2  DUE: 10/6  Part 1 Segment 3  DUE: 10/20, 10/27, and 11/3  Part 1 Segment 4  DUE: 11/10 | **Part 1: Assessment**  Candidates will gather multiple types of information, such as records review, interviews with other professionals, anecdotal records, informal assessments of academic skills and direct observations. Candidates will interpret assessment results to determine the hypothesized function of the behavior. *Candidates in their first elementary practicum will submit part one in four segments throughout the semester.*  ***Segment 1: Summary of Records Review-*** Providea written summary that describes the student background information related to academic, social behavioral, and functional performance. Conduct a records review and report facts regarding the target student’s history and past functioning.  ***Segment 2: Summary of Behavior Interview & Anecdotal Observation Report-*** Gather information by conducting and providing evidence of at least one behavior interview with an individual familiar with the student and an anecdotal report that includes descriptions of at least one observation of the target student written in narrative form.  ***Segment 3: Summary of Informal Assessments & Direct Observations-*** Gather information by conducting and providing evidence of at least three informal assessments of academic skills of target student and at least three direct observations that include notation of antecedents, target behavior, and consequences. **At least** **one informal assessment and one direct observation must be submitted per week for three weeks.**  ***Segment 4: Statement of the Hypothesized Function & Summary of the Context for Learning-*** Provide a clear statement of the hypothesized function or cause of the target behavior and a summary of the context for learning. | Segment 1  100 points  Segment 2  100 points  Segment 3  150 total points; 50 points each  Segment 4  100 points |
| **Intervention Plan Part 2 Intervention Plan Development**  Part 2 Segment 1  DUE: 11/10  Part 2 Segment 2  DUE: 11/17 | **Part 2: Intervention Plan Development**  Candidates will develop an intervention plan based on the hypothesized function of the behavior that includes reinforcement of a new replacement behavior. Candidates will create a safe, inclusive, and responsive environment for the target student to develop emotional well-being and positive social interactions by developing behavioral supports and culturally responsive instruction.  ***Segment 1: Description of Intervention Plan-*** Clearly describe the intervention that will increase the desired behavior and addresses the hypothesized function of the behavior.  ***Segment 2: Description of Instruction and Lesson Plan-*** Create an intervention based on evidence-based practices by developing a lesson plan that will provide instruction to address the identified area of need. | Segment 1  100 points  Segment 2  100 points |

**Miscellaneous Assignments**

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| --- | --- | --- |
| Resume  DUE: 11/10 | Write a resume for the purpose of obtaining a teaching job using the format provided to you. You will update this resume each semester. Submit on Canvas. | 50 points |
| Clinical Educator Evaluations  DUE:  9/29– Dispositions and Classroom Observation  10/27- Classroom Observation  12/1– Dispositions and Classroom Observation | Provide appropriate forms to your 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.  2 Personal and Professional Disposition Assessments – 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 supervisor.  It is expected that candidates in their first and second practicum will demonstrate the standards for the *Awareness of Principles and 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 *Awareness of Principles and Practice* indicator will result in a 120-point deduction per indicator that does not meet *Awareness of Principles and Practice*.  3 Classroom Observations – Please ask your clinical educator to include comments pertaining to your areas of strength and areas in need of improvement.  Progress Reports – Your supervisor will email your clinical educator periodic progress reports regarding your professional behaviors. If any concerns are reported, the *Actions for Intervention* chart (on Canvas) will be followed. The progress report form is available on Canvas for you to review. | Classroom Observations are S/U.  AC or above is Satisfactory for classroom observations. |
| Supervisor Evaluations  Obs 1 – TBA  Obs 2 – TBA  Obs 3 – TBA  DUE: the Monday following the receipt by 8am | Submit signed evaluation forms from your supervisor on Canvas.  3 Classroom Observations | Classroom Observations are S/U.  AC or above is Satisfactory for classroom observations. |
| Supervisor Dispositions  DUE: the Monday following receipt by 7am | 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 in their first and second practicum will demonstrate the standards for the *Awareness of Principles and 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 *Awareness of Principles and Practice* indicator will result in a 120-point deduction per indicator that does not meet *Awareness of Principles and Practice*. | 600 points each |
| Technology Portfolio  DUE: 12/1 | Using the template provided, track your technology experiences related to instruction, assessment, and management. You will add to this in future practica. Directions and template provided on Canvas. | 70 points |
| Exit Surveys  DUE: 12/1 | Complete COE field experience surveys on Watermark as well as departmental surveys on Qualtrics (link will be provided). | No points – Must complete to pass. |
| Turn in practicum portfolio components on Box.com  Due: 12/9 | Upload all required documents to your assigned folder on box.com. | No points – Must complete to pass. |

**The final assignment is completed only ONCE during the course of all practica. It must be completed during a Fall or Spring semester.**

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| --- | --- | --- |
| Professional Work Sample  Due: 11/17 | Complete the College of Education’s Professional Work Sample (PWS) form and the advanced field experience documentation form. *(Information about the PWS and forms can be found on Canvas.)* This must be completed during Fall or Spring semester. After assignment has been submitted on Canvas and approved by University Supervisor, you must submit your PWS (lesson plans, classroom observation form, data, and responses to all questions) on Watermark. Please be sure to eliminate any identifiable learner information (i.e. names). | No points – Must submit during one practicum in Fall or Spring. |

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(s) and the on-site 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.

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 ratings in at least the *Awareness* *of Principles and Practice* indicator for students in their first and second practicum and Development *of Principles and Practice* indicator for students in their third and fourth practicum.
* Candidates must earn ratings of approaching competence or higher on final classroom observation evaluations.
* 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, special education student handbook, AL Educator Code of Ethics, and School Partner Memorandum of Understanding were followed.
* All days/hours were completed prior to the end of finals week.
* Electronic copies of all practicum portfolio components were turned in on Box.com.

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

9. **CLASS POLICY STATEMENTS**:

*Any graded work submitted throughout the semester may be used in future iterations of the course as examples to future students. Such work will be anonymized and identifying information removed. If a student does not wish their work to be used in this manner, they may opt-out by contacting the instructor.*

**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 primary university supervisor(s) if assignment deadlines are not met. Candidates are responsible for initiating arrangements for missed work.

**Attendance**: Attendance at practicum meetings is required. Attendance for 16 hours, 3 days a week, 6 hours per day on Mondays and Wednesdays and 4 hours per day on Fridays is required at your site. **All absences must be excused.** More than 2 excused absences will require a conference with your supervisor. Candidates must contact university supervisor and clinical educator 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 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 primary university supervisor must be in receipt of the original documentation within seven days from the date of the absence. Excuses should be submitted with weekly attendance assignments and with final attendance on Box.com at the end of the semester.**

**Excused Absences**: Candidates are granted excused absences from class for the following reasons:  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, and military orders.  Candidates who wish to have an excused absence from this class for any other reason must contact the primary university supervisor in advance of the absence to request permission.  The primary university supervisor will weigh the merits of the request and render a decision. The candidate must notify the university supervisor(s) 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. Requests for revisions to assignments will be made on Canvas. Be sure to set up your notifications in Canvas to alert you when an announcement is posted, an assignment is due, a grade is released.

**Revisions are due within 3 days and should be made in a different color. Assignments will be graded after first submission. Up to ½ of remaining points are available to be earned with second revision. Additional revisions will not earn any points back, but they are required to be completed until assignment is satisfactory.**

**Late assignments and revisions 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.

**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.

**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

**Online Document Storage:** Box.com is used to store documentation from all of your field experiences. Your supervisor will create a folder for you during your first practicum. In order to access your folder, you are required to activate your free box.com account through Auburn University. [Link to establish Box account](https://auburn.service-now.com/it?id=kb_article&sys_id=18fa98f9db559f804d1a77e9af9619e6)

**Virtual Observations**:You may be required to record or live stream one or more teaching segment for review and evaluation by your supervisor. These guidelines will help you ensure successful uploading, streaming, and confidentiality protection. It is recommended that you practice these steps prior to your planned live streaming or recording to avoid any problems. You will need an activated box.com Auburn account.

Recording:

First, you will record the teaching segment. GoReact is the easiest way to record and submit and eliminates the need to upload the video to box for supervisor review. If you cannot use GoReact due to connectivity issues, it is recommended that you record in brief segments (10 minutes max) so that the files are easier to upload to box.com when you are finished. Next, upload the file)s) to box.com to your Field Experience documentation folder created by your supervisor. Email your supervisor when it has been uploaded. Remember, you must protect the confidentiality of your learners at all times. The video must be deleted from your 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.

Livestreaming:

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. Livestream observations may be utilized on other occasions as well. Livestreaming on zoom can be performed on a device that has access to the internet.

**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. 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, drawings, 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.

**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](https://cas.auburn.edu/owa/redir.aspx?C=6030eed59dec435abc9061fa4edc1426&URL=http%3a%2f%2fwww.auburn.edu%2fstudent_info%2fstudent_policies%2f) ([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: Permitted when Assigned in this Course with Attribution**

In this course, students are permitted to use Generative AI Tools such as ChatGPT or Copilot for specific assignments, as designated by the instructor. To maintain academic integrity, students must disclose any use of AI-generated material. As always, students must properly use attributions, including in-text citations, quotations, and references. Students should exercise caution and avoid sharing any sensitive or private information when using these tools. Examples of such information include personally identifiable information (PII), protected health information (PHI), financial data, intellectual property (IP), and any other data that might be legally protected.

Students should include the following statement in assignments to indicate use of a Generative AI Tool: “The author(s) would like to acknowledge the use of [Generative AI Tool Name], a language model developed by [Generative AI Tool Provider], in the preparation of this assignment. The [Generative AI Tool Name] was used in the following way(s) in this assignment [e.g., brainstorming, grammatical correction, citation, which portion of the assignment].”

**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 Plans:** 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.

**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.

**Resolving Concerns Regarding Practicum**: Work with your clinical educator 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 clinical educator 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.

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

# **Syllabus Signature Statement**

I have read and reviewed the **RSED 7911 Special Education Practicum Syllabus 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 practicum and protect confidentiality for my learners and any information pertaining to them.

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Candidate Signature Date