COURSE TITLE: Special Education Practicum

COURSE NUMBER: EEX 3830

COURSE DESCRIPTION (with prerequisites):
Observation and participation field experience in a Special Education setting in K–12 Classrooms. Weekly seminars with the course instructor will be held for informative and evaluative purposes. 1 Semester Credit Hour.

NAME(S) OF INSTRUCTORS:
Donna Doelman
Office – Rm#104, Building G
3094 Indian Circle
Marianna, FL 32446
850-526-2761

EFFECTIVE ACADEMIC YEAR:
2014-2015

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:
Suggested:

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day
Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**

Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the **LINCCWeb** icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**

The college’s learning management system is **Canvas.** Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Information Technology**
Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

**TUTORING RESOURCES:**
Chipola College has contracted Smarthinking, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

**ELECTRONIC DEVICE USAGE:**
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on in order to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

**DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

E – 1    Demonstrate understanding of instructional design and lesson planning by applying concepts from human development and learning theories.

E – 2    Demonstrate ability to maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive and collaborative.

E – 3    Demonstrate effective instructional delivery and facilitation by utilizing deep and comprehensive knowledge of core content.

E – 4    Demonstrate understanding of assessment by analyzing and applying data from multiple assessments to diagnose learning needs and inform instruction.

E – 5    Demonstrate continuous improvement by designing purposeful goals to strengthen instructional effectiveness and impact student learning.

E – 6    Demonstrates professional responsibility and ethical conduct and fulfills expected obligations to students, the public, and the education profession.
LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS

<table>
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<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR EDE 4945</th>
<th>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</th>
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<td>• Demonstrate professional and ethical conduct</td>
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**Assessment Codes**

- **T** = Tests
- **Pre/Post** = Pre- and Post-Tests
- **OT** = Objective Tests
- **UT** = Unit Tests
- **Q** = Quizzes
- **F** = Final Examination
- **CF** = Cumulative Final Examination
- **EX** = Departmental Exam
- **SE** = Nat'l or State Standardized Exam
- **RPT** = Report/Presentation
- **SP** = Skills Performance
- **SD** = Skills Demonstration
- **W** = Writing Assignments
- **E** = Essays
- **DE** = Documented Essays
- **RP** = Research papers
- **J** = Jury
- **R** = Recital
- **Proj.** = Projects
- **Exp.** = Experiments
- **Cap. Proj.** = Capstone Project
- **Cap. Course** = Capstone Course
- **Prac.** = Practicum
- **Intern.** = Internship
- **H** = Homework
- **PS** = Problem Solving
- **DB** = Discussion Board
- **BO** = Behavioral Observation
- **Clin.** = Clinicals
- **CS** = Case Study
- **CP** = Case Plan
- **Port.** = Portfolio
- **Obs.** = Teacher Observation
- **Sk. Check** = Skills Check-off
- **Curriculum Frameworks**
- **JP** = Judged Performance/Exhibition

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

1. Attend and participate in class regularly.
2. Read all assigned material before class.
3. Study in-class notes and online (Canvas) materials.
4. Complete assigned projects in a timely manner to enable reflections and revisions on the final product.
5. Seek opportunities to practice teaching skills through tutoring and substituting in K – 12 schools.
6. Collaborate with peers and other professionals.

ASSIGNMENT AND/OR COURSE OUTLINE

Students enrolled in EEX 3830 will be required to complete following.

A. Tasks

1. **TaskCC10A: Field Journal (FEAP 4.2, 5.3, 5.8)**

2. **Task CC10B: Annotated Resource File (FEAP 4.2, 5.3)**
   
   The teacher candidate will produce a resource file for future assistance as they prepare lessons and instruction for special education students. This file will contain the following resource categories: Journals and Websites; Professional Organizations; Teacher Resources; and Community Resources/Agencies. Each resource will include the following: all necessary information to locate the resource; a brief description of what information is available from the resource and how the resource can help with classroom instruction.

B. Additional Assignments

1. **Self Determination Instruction**
   
   The teacher candidate will implement a self-determination activity with a group of
secondary students with disabilities. The teacher candidate will collaborate with the supervising teacher to select and implement the activity. The supervising teacher must provide prior approval before the teacher candidate begins the implementation. Upon completion of the activity the teacher candidate will provide analysis of the student’s performance, attitudes, and the value of the results to assist in transition planning.

2. Gain experience working in with exceptional students in a school setting by completing 15 hours (minimum) in a 6-12 grade special education setting. (Use the official Practicum Log to document the 15 hours.)

3. Prepare and teach a lesson within the field placement setting.

4. Demonstrate knowledge of special education issues and trends by completing one of the following: passing score on the ESE K-12 FTCE or confirmation of completion of the FLDRS PDA ESE Foundations tutorial program.

ATTENDANCE, PROCEDURES, AND WITHDRAWAL POLICIES:
1. Attendance: You are expected to attend highlighted class sessions shown in the tentative schedule. Class will begin at the scheduled time. Students are expected to be prepared to begin work at this time. Students will be counted tardy if they arrived late or if they leave early. The following requirements will be upheld:
   A. Three late arrivals and/or early departures are equivalent to one absence.
   B. A tardy of more than 15 minutes will be recorded as an absence.
   C. If you have to leave the class for any reason during the 50-minute class period, please take your books. As in the cell phone policy, you will not be permitted to reenter the classroom during that class period. Leaving early will be treated as a tardy.

2. Procedures.
   A. Work is to be handed in at the beginning of class – on the assigned due dates. A penalty will be assigned to work handed in after this time.
   B. Student conversations in class must be confined to specific course readings and relevant examples.
   C. Remember that class time is not meal time. Beverages must be in a leak proof container.
   D. Cell phone/Electronic Device Usage Campus-wide Policy will be upheld.
   E. No laptops without permission.

See your Instructor First Day Handout for individual instructor assignment schedule.