Course Title & Number: Practicum in Special Education Administration and Supervision-EDA 7830  
Term/Year: Winter, 2015  
Credit Hours: 3 semester hours of 6 required  
Instructor: Nadine M. Milostan, Ed.S. aj5940@wayne.edu  
Office Hours: By appointment. The best way to contact instructor is through email. Instructor will make every effort to respond within 48 hours.  
Course Location: Blackboard Collaborate (Virtual)  
Class Hours/Day: Saturdays (1/17/15, 2/21/15, 3/21/15 & 4/25/15) 10:30 AM until 12:00 PM through Blackboard Collaborate (previously known as WIMBA) – Participation in each session is required.  
Date Range of Class: 1/12/15 until 4/27/15  
Contact Information: (248) 227-3324  
Text: Michigan Administrative Rules for Special Education (MARSE), Revised, October, 2013

Course Description:
EDA 7830 is a contracted field-supervised practicum experience required for special education administrator approval recommendation in which the student is required to demonstrate a mastery of eleven competencies as outlined in MAARSE (Part 4) to be given consideration for approval as a special education director. A minimum of 200 clock hours of mentored field experience is required for completion of the 6 credited semester hours.

Course Outcomes & Competencies:
To obtain background experience for supervision and administration of the Michigan special education delivery system. The practicum experiences are to be guided by and in accordance with Rules, 340.1750, R. 340.1751, R. 340.1753, R. 340.1771, and R. 340.1772 of the Michigan Administrative Rules for Special Education (including all revisions). Over the course of this semester, students enrolled in this course (Part 1 of 2 Parts) competencies 1-5 as outlined in MAARSE (Part 4) are the focus of work with competencies 6-11 to be completed during the concurrent spring/summer semesters.

Course Requirements:
1. Choose a mentor who is willing to provide you with 200 clock hours of mentored practicum experience. The mentor chosen must be an approved Director of Special education endorsed by the Michigan Department of Education.
2. Secure a letter of agreement from the approved mentor stating that she/he is willing to serve in this capacity and will assure the provision of 200 hours of mentor experience.
3. You will maintain a log of practicum experiences. This will be maintained in a portfolio which you will create. The portfolio will be divided into the competency areas stipulated in Rule 340.1771 of the Michigan Administrative Rules for Special Education (MARSE). This portfolio must include artifacts from each of the experiences, e.g. minutes of meetings, administrative notes, agendas or reflections. Within the portfolio, it is
required that a table is included which indicates the dates and hours that were spent within each competency. Hours should total 200 on the final tabulation sheet.

4. The student and mentor should meet regularly to discuss observations and reflections regarding experiences. When the 200 clock hours have been successfully completed, the mentor must provide the Instructor with a letter statement that states such.

5. Your portfolio must contain the completion letter from your mentor. A reflection paper must also be completed which outlines your experiences that you had while completing your Practicum.

**Evaluation and Grading System:**
The instructor has the sole and final judgment of the grading. Grading will be based on the completion and evaluations of competencies 1-5 of the Practicum requirements. This course will be graded as either an S or U. As it may not be possible to complete this course in one semester, students who do not complete the course during the assigned semester will carry a “Y” (deferred grade) until all requirements are met. G

**Attention Students with Disabilities:**
If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**Religious Observance Policy:**
Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

**Enrollment/Withdrawal Policy:**
Beginning in the Fall semester of 2011, students must add classes no later than the end of the first week of cases. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term. Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.

- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
- WN will be awarded if no materials have been submitted, and so no grade will be given

Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved.