Wayne State University
College of Education
SED 7800 Part I
Practicum in Educating Exceptional Children

Division: Teacher Education
Program Area: Special Education
Course: SED 7800 – Practicum in Educating Exceptional Children
Course Credit: 3 hours
Location: Web
Time: Web
Instructors: Dr. G. Zvric
Office: 263 Education Building
Phone: Dr. Zvric (313) 577-3545
Email: Dr. G. Zvric ae4967@wayne.edu
Office Hours: Call appointment Secretary – 577-0902

GRADUATE CATALOGUE DESCRIPTION
Professional experiences in university or in state and local programs in special education.

OVERVIEW OF THE PRACTICUM
The Practicum in Education Exceptional Children is the culminating experience in the Special Education Graduate Program, and is designed to provide opportunities for practical application of “best practices” in educating children and adolescents with exceptional needs. The focus is on developing a “case study” on a student who has a disability in the area you are seeking certification in (LD, EI, CI). Dr. Mark Larson oversees the Autism Program and he can be contacted at 313-577-0902).

STATE CERTIFICATION REQUIREMENTS
The supervised practicum requires the graduate student to successfully complete 180 documented clock hours of work with exceptional students classified in the special education area for which the graduate student seeks endorsement (Learning Disabilities, Emotional Impairment, Cognitive Impairment and Autism).

HUMAN INVESTIGATIONS CONSENT (HIC)
Students who want to publish the results of their practicum must complete Human Investigations On-line Training prior to starting the practicum. Publishing is defined as any public presentation or sharing of information and data as it relates to the practicum (e.g. Articles, newsletters, conference presentations etc.). Following the training students must submit their study to HIC and obtain approval before starting their data collection.
Students who do not plan on publishing the results of their practicum will be required to sign a waiver agreeing not to publish any aspect of the practicum.

OVERVIEW
During the first semester of the practicum students will record observations, write field notes and collect artifacts related to the area of study. All artifacts must be numbered, documented and accompanied by a description. Artifacts can include audio/video tapes, artwork, drawing/illustrations, surveys, questionnaires, photos, etc. Observations will be recorded utilizing the Hypotheses Test Method (HTM). The focus of the first semester is to collect evidence in support of the topic under study.

PRACTICUM REQUIREMENTS
Each graduate student enrolled in the practicum will complete and/or collaborate in the following:

1. A 3-4 page written proposal describing a focus area for professional development that relates to the population for which you seek endorsement. This proposal must include a minimum of 3 references.

2. Arranging time to meet with your on-site supervisor for evaluation purposes.

3. Literature review – The literature review will have a minimum of 15 references. The assigned text will guide the final summary of the literature review (See above).

EVALUATION PROCEDURES
The final grade for the Practicum is based on the letter grade system. A grade below a “B” is not acceptable as satisfactory completion of the practicum. While the university supervisor makes the final decision regarding your satisfactory performance as it relates to fulfilling the requirements for successful completion of the practicum, she/he will engage collaboratively with students during the semester. You are encouraged to think of this experience as a conversation between you and your university supervisor.

Observations by University Supervisor or On-Site Supervisor
Throughout the course of the semester, the university supervisor will make arrangements with you to visit your classroom. The purpose of the visit is to acquaint the supervisor with the school site, the practicum student(s), and the classroom where the practicum will take place. The university supervisor will maintain a record of your progress and performance based on the observations. After each observation, you will receive a copy of the observation form and will meet with the university supervisor to discuss your progress toward the goals you have identified as part of your professional focus study, as well as, your performance as it relates to “best practices” and the teaching competencies outlined on the observation forms. It is expected that you will provide the university supervisor with a copy of your lesson plans that are to be carried out on the day of scheduled observation. All observation forms will be included in the final portfolio.
Note: In some cases the university supervisor will not be able to observe you. Students are asked to have an observation done by a principal, assistant principal, supervisor or director of special education and submit a copy with the final portfolio.

**FOCUS AREA FOR PRACTICUM/PROFESSIONAL DEVELOPMENT**

The following provides more detailed information as it pertains to items 1 and 3 listed previously under “Practicum Requirements”.

As part of this graduate practicum, you are to identify an area of study in which you would like to expand your professional knowledge and experience as it relates to classroom applications. This professional focus must be related to the population of students for which you are seeking State of Michigan endorsements, and it must be something that you will carry out during the length of the practicum. This focus area will become a place to situate discussion with both you site-based supervisor/mentor and your university supervisor. The following are some examples of what you might like to explore professionally as it pertains to your population of students:

- Cooperative learning groups/alternative instructional grouping arrangements
- Literature-based instruction and the use of “Book Clubs” in the classroom
- Peer tutoring
- Multiple intelligence theory put into practice in the classroom
- Alternative assessment of students’ writing
- Implementing a specific process writing strategy in the classroom
- Thematic Units across the curriculum

Please Note: Your ideas for a professional focus project are not limited to this list. You are encouraged to discuss this project with your university supervisor/or site-based supervisor if you find you need assistance in identifying and developing an idea. Students in the M.ED. Program will focus their practicum and data collection around the topic they are choosing for ED 7999.

**Written Products:**

1. You are to submit to your university supervisor a 3-4 page (typewritten, double-spaced) proposal (item #1) describing the area of study you would like to focus on during your practicum experience. M.Ed. students will use their ED 7999 Major Paper topic as their focus area. In the proposal you are to (a) identify the area that you wish to explore, (b) provide a rationale for your proposed focus on this area, (c) briefly describe what you hope to accomplish as you push your thinking and practice in this direction. You will email your proposal to the instructor prior to starting the data collection for approval of the project. Your proposal is to be submitted no later than January 31, 2014.

2. Field Notes: (total 40 field notes). Reflections demonstrating your growth over time in your understanding as you apply this focus area in your classroom. Students are encouraged to keep detailed field notes as they will be a crucial element during the analysis phase of your practicum in part II. Students should record a minimum of 3 field notes in any week to capture events as they occur.
3. **Observations**: Observations will be recorded utilizing the Hypothesis Test Method (HTM). Through the use of the HTM you will demonstrate how you have come to understand and address the needs of your learner. A minimum of 15 observations should be in this area of data collection.

4. **Literature Review**: Students will turn in their completed Literature Review in a word document and emailed to the instructor ON OR BEFORE THE LAST DAY OF CLASSES APRIL 19, 2014. FINAL SUBMISSIONS WILL NOT BE ACCEPTED AFTER THE LAST DAY OF CLASSES, STUDENTS WILL RECEIVE A FINAL GRADE OF “F” IF THEIR ASSIGNMENTS ARE NOT SUBMITTED ON TIME AND WILL HAVE TO RETAKE THE CLASS.

5. **Collection of Artifacts**: Student artifacts are a part of the data that is collected. Curricular strategies that you have the students engaged in are collected. Should have collected between 12 to 15 pieces of student work.

**Staying In Touch**

Students are responsible to keep in touch with the instructor on a regular basis. Students can make appointments by calling 577-0902 or by emailing the instructor (s) or by SKYPE.

**IN ORDER FOR PART ONE STUDENTS TO REGISTER FOR PART TWO THEY WILL NEED DEPARTMENT PERMISSION. THIS CAN BE OBTAINED THROUGH YOUR COURSE INSTRUCTOR. STUDENTS ARE ADVISED TO REGISTER FOR PART TWO WHEN COURSES GO ON LINE.**

**Final Submission Format**

Students will organize their files using Microsoft word for all text files. For all other files such as pictures, HTM’s, artifacts, etc please use PDF or JPEG. All work will be scanned and placed in individual files listed above. **Only submit the required files and nothing else.**

If files cannot be opened by the instructors you will be contacted and this will result in a delay in your final grade. Following submission of your files, they will be reviewed by the instructor and you will receive an email along with the scoring rubric/grade and final comments.

**PART ONE STUDENTS WILL SUBMIT TO THEIR INSTRUCTOR THE FOLLOWING:**

1. One sample of a completed HTM.
2. 3 samples of field notes
4. Signed & completed HIC form.
5. Completed WSU Observation form.
6. Copy of approved Case Study Proposal.
ALL FINAL SUBMISSIONS WILL BE EVALUATED USING THE SED 7800 PART ONE RUBRIC. THE RUBRIC CAN BE FOUND ON BLACKBOARD. DEADLINE FOR FINAL SUBMISSIONS IS APRIL 19, 2014. ASSIGNMENTS WILL NOT BE ACCEPTED AFTER THE DEADLINE AND A FINAL GRADE OF “F” WILL BE SUBMITTED.

NOTE:

All communication will be done via, email, office appointments or phone. However the instructor also holds regular office hours and you can call the appointment secretary.

Final Grades:

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<tr>
<td>A</td>
<td>94 – 100</td>
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<td>A-</td>
<td>90 – 93</td>
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<tr>
<td>B+</td>
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Assignments are due on the date assigned. Any late assignments will be reduced by 50% of the grade.

Academic Dishonesty/Plagiarism

The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. (See Student Code of Conduct [http://doso.wayne.edu/codeofconduct.pdf](http://doso.wayne.edu/codeofconduct.pdf)). Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. Specific examples of academic dishonesty, including what constitutes plagiarism, can be found in the University’s Undergraduate Bulletin ([http://bulletins.wayne.edu/ubk-output/index.html](http://bulletins.wayne.edu/ubk-output/index.html)), the Undergraduate Student Handbook ([http://comm.wayne.edu/files/undergradhandbook.pdf](http://comm.wayne.edu/files/undergradhandbook.pdf)), and in print and online versions of the Graduate Catalog ([http://www.bulletins.wayne.edu/gbk-output/index.html](http://www.bulletins.wayne.edu/gbk-output/index.html)) under the heading “Student Ethics.” It is every student’s responsibility to read these documents to be aware which actions are defined as plagiarism and academic dishonesty. Sanctions could include failure in the course involved, probation and expulsion, so students are advised to think carefully and thoroughly, ask for help from instructors if it is needed, and make smart decisions about their academic work.

**General Note on Grading**

The College of Education faculty members strive to implement assessment measures that reflect a variety of strategies in order to evaluate a student's performance in a course. For undergraduates and post-degree students C grades will be awarded for satisfactory work that satisfies all course requirements; B grades will be awarded for very good work, and A grades will be reserved for outstanding
performance. [For graduate students B grades will be awarded for satisfactory work that satisfies all course requirements; B+ grades will be awarded for very good work, and A grades will be reserved for outstanding performance.] Please note that there is a distribution of grades from A-F within the College of Education and that plusses and minuses are recorded and distinguish distinct grade point averages.

**Enrollment/ Withdrawal Policy**
Beginning in Fall 2011, students must add classes no later than the end of the first week of classes. 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 there is no basis for a grade

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. Beginning in Fall 2011, the last day to withdraw will be at the end of the 10th full week of classes. The withdrawal date for courses longer or shorter than the full 15-week terms will be adjusted proportionately.

**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 313-202-4216 (video phone). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours 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.

Wayne State University Writing Center:

The Writing Center (2nd floor, UGL) provides individual tutoring consultations free of charge for students at Wayne State University. While the center serves both graduate and undergraduate students, undergraduate students in General Education courses, including composition courses, receive priority for tutoring appointments. The Writing Center serves as a resource for writers, providing tutoring sessions on the range of activities in the writing process – considering the audience, analyzing the assignment or genre, brainstorming, researching, writing drafts, revising, editing, and preparing documentation. The Writing Center is not an editing or proofreading service; rather, students are guided as they engage collaboratively in the process of academic writing, from developing an idea to correctly citing sources. To make an appointment, consult the Writing Center website: http://www.clas.wayne.edu/writing/.

To submit material for online tutoring, consult the Writing Center HOOT website (Hypertext One-on-One Tutoring) http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330.