

<p style="text-align: center;">WESTERN KENTUCKY UNIVERSITY</p> <p style="text-align: center;">Department of Educational Administration Leadership &. Research</p>	
<p style="text-align: center;">EDAD/SPED 625 Practicum in Administration of Special Education</p>	
<p style="text-align: center;">Instructor: Janet L. Applin, Ph.D., Associate Professor Educational Administration, Leadership & Research</p>	
<p>E-mail: janet.applin@wku.edu Email is the best way to reach me for a reply.</p>	<p>Dr. Applin's office is located in the Dept. of Educational Administration, Leadership & Research in Gary Ransdell Hall</p>

***Note: This document and other class related materials are available at**
<https://blackboard.wku.edu>.

Disclaimer: Note that items in the syllabus and on the course site are subject to change based on critical developments in the field; inclement weather; etc. Note that any changes will always be to the students' advantage and not to the professors. JLA

Course Description: Supervised practice in educational organizations for persons preparing to become a Director of Special Education.

Course Rationale: The field-based course examines the administration and management of special programs in relation to the federal and state requirements for accountability, disciplinary policies and parent involvement; the rights and responsibilities of the special education director, building administrator, teachers, students with disabilities, and parents in the administrative due process; professional development requirements; technology in the service delivery at the district and classroom levels; and ethical considerations of district policy makers, SBDM Councils within the school community.

Pre-Requisites: Admission to the Director of Special Education (DoSE) Rank I or Certification Only program or instructor permission.

Learning Outcomes: Upon completing this course, students will demonstrate CEC Standards for Special Education Leaders including:

- Serving and supporting exceptional children and their parents.
- Demonstrating proficiency in current professional practice;
- Demonstrates use of research guided by the conventions of scholarly inquiry;
- Demonstrates knowledge of confidentiality in accordance with State/Provincial and Federal Laws;
- Demonstrates respect, courtesy, fairness, and good faith to parents, and students;
- Demonstrates the values, ethics knowledge and mission of the profession;

- Fosters and supports maximum self-determination and independence on the part of exceptional children
- Utilizes impartial professional judgment in evaluating the needs of exceptional children and their parents;
- Accepting the responsibility to provide meaningful training experiences to colleagues, general educators, and the public;
- Promoting the general welfare of exceptional children.

Textbooks and Required Materials:

There will be no textbooks for this course.

Students will have an assigned reading list based on professional growth goals.

Every enrolled student at WKU has a printing allowance in campus computer labs and you may come to a campus lab and print all of your articles.

The reading list will be available on the blackboard course site at the beginning of the term. Please do not use a list from a previous semester as the readings change from term to term. The course site will have instructions for how to access the articles through the WKU library website.

During the course of the semester, students will be asked to use additional resources found online, in research journals and/or texts.

Course Topics:

Required assigned readings and reflections on each topic below will be provided on the course site at the beginning of the term.

Providing Professional Development

Mentoring Developing Teachers

CEC CASE Standards

Special Education Finance and Budgets

Chairing Admission and Release Committees

Required state and federal reports for Special Education

Advocacy for students with Special Needs

Collaborating with other District Administrators

Course Assignments:

Note: Detailed Instructions and Rubrics (where appropriate) may be found on the course site for each assignment.

Reflections on Assigned Readings

Log of Clinical Hours and Activities signed by district mentor

Analytic Reflective Essay at Conclusion of Clinical Experience

Electronic Folio Evidence of Proficiency of CEC Standards for Special Education Leaders (Anchor Assessment)

Grading Scale:

Grades are based on Total Points

90-100% =	A
80-89% =	B
70-79% =	C
60-69% =	D
Below 60% =	F

Brief Anchor Assessment: In this anchor assessment candidates will compile an electronic folio with evidence of proficiency in each of the Council for Exceptional Children's Standards for Special Education Leaders. A template/format/framework will be provided on the course site with rubric.

KEY ASSESSMENT: Reflection on Clinical Experiences

Attendance and Participation Policy:

- Regular monitoring of blackboard is essential to your success in this course. The professor will make regular announcements and clarify instructions, provide additional resources, and remind you of due dates etc. through the Announcements Page and Email
- Projects and assignments must be completed within the timelines specified on the course site. LATE is not acceptable and is subject to a penalty past the due date – no matter the reason. This is to be fair to those who have their assignments in at the proper time.
- Extra credit to improve low grades is not granted. The focus MUST be on the completion prior to the due date of the course requirements as stated in the syllabus.
- Each participant is required to complete all discussion boards and projects. All word processing documents MUST be typed double spaced WORD format and grammatically correct. Please don't assume that spell check is accurate.
- Each participant is required to complete all assignments as posted on Blackboard.
- Rubrics for each assignment will be posted to the Blackboard course site the first week of class.

All graduate students are required to have a 3.0 GPA to receive their degree from WKU. See Academic Policies in the current Graduate Catalog.

ACADEMIC INTEGRITY:

All university academic dishonesty policies, as well as professional ethical guidelines, are in effect for this course. See pages 61 – 63 at the link below of the current faculty handbook, sections XI.H through XI.I for a detailed explanation of Western Kentucky University's Academic

Dishonesty, Plagiarism, Cheating, Disposition of Offenses, Other Types of Academic Dishonesty/Research Misconduct, etc.

<https://www.wku.edu/academicaffairs/documents/wku-faculty-handbook-25th-edition.pdf>

COURSE CALENDAR:

A course calendar will be provided with an outline of assignments, instructions, course topics, due dates, and required readings during the first face-to-face class meeting and on the Blackboard Course site at the beginning of the semester.

TOOLS FOR ONLINE LEARNERS:

A Student Resource Portal is available at the link below with detailed information and links including academic support, financial support, library research, success strategies, and tech support.

<https://www.wku.edu/online/srp/>

COUNCIL FOR EXCEPTIONAL CHILDREN ADVANCED PREPARATION STANDARDS FOR SPECIAL EDUCATION LEADERS (CEC) (2015) AND PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS (PSEL)

CEC Advanced Preparation STANDARDS	ALIGNED WITH EDAD/SPED 625 ASSIGNMENTS	PSEL STANDARDS	ALIGNED WITH EDAD/SPED 625 ASSIGNMENTS
AP STANDARD 1: ASSESSMENT	Proficiency Folio	STANDARD 1: MISSION, VISION & CORE VALUES	Reflections on Readings
AP STANDARD 2: CURRICULAR CONTENT KNOWLEDGE	Proficiency Folio	STANDARD 2: ETHICS AND PROFESSIONAL NORMS	Proficiency Folio Reflections on Readings
AP STANDARD 3: PROGRAMS, SERVICES, AND OUTCOMES	Proficiency Folio	STANDARD 3: EQUITY AND CULTURAL REPONSIVENESS	Reflections on Readings
AP STANDARD 4: RESEARCH & INQUIRY	Proficiency Folio	STANDARD 4: CURRICULUM, INSTRUCTION AND ASSESSMENT	Proficiency Folio Reflections on Readings
AP STANDARD 5: LEADERSHIP & POLICY	Proficiency Folio	STANDARD 5: COMMUNITY OF CARE AND SUPPORT FOR STUDENTS	Proficiency Folio
AP STANDARD 6: PROFESSIONAL AND ETHICAL PRACTICE	Proficiency Folio ALL Assignments embed professional and ethical practice aspects	STANDARD 6: PROFESSIONAL CAPACITY OF SCHOOL PERSONNEL	Reflections on Readings
AP STANDARD 7: COLLABORATION	Proficiency Folio	STANDARD 7: PROFESSIONAL COMMUNITY FOR TEACHERS AND STAFF	Reflections on Readings
		STANDARD 8: MEANINGFUL ENGAGEMENT OF FAMILIES AND COMMUNITY	Reflections on Readings

		STANDARD 9: OPERATIONS AND MANAGEMENT	Reflections on Readings
		STANDARD 10: SCHOOL IMPROVEMENT	Reflections on Readings

STUDENTS WITH DISABILITIES/ADA ACCOMMODATION:

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

TITLEIX/DISCRIMINATION & HARRASSMENT:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

SAFETY AND EVACUATION:

At WKU, the safety and security of our students, faculty and staff is extremely important to us. We have created this website as a place where students, faculty, staff and the community can visit to find resources related to campus safety, security, emergency preparedness and more.

<https://www.wku.edu/emergency/>

WRITING CENTER ASSISTANCE:

The Writing Center offers individual conferences about writing with our staff of English majors and graduate students. Our services are available to all Western Kentucky University students. Take a [video tour of the Writing Center](#) or learn about our thesis writing workshops on our [Resources for Thesis Writers](#) page! <https://www.wku.edu/writingcenter/>

CENTER FOR LITERACY: The WKU Center for Literacy is located in Gary A. Ransdell Hall 2066. At the Center for Literacy, students can receive assistance in developing strategies to help reading/studying to learn and writing for evidence and argument. The Center for Literacy offers both individual and small group sessions throughout the semester. Please email us at literacy.center@wku.edu to schedule an appointment or ask questions, visit our website at <http://www.wku.edu/literacycenter/>, or stop by GRH 2066 for more information.

THE LEARNING CENTER:

The mission of TLC is to promote student success, enhance student performance, and increase student retention at Western Kentucky University. TLC helps students enhance their academic performance and sharpen their skills to be successful Western Kentucky University graduates. TLC offers free tutoring to all WKU students as well as PASS (group tutoring) for select classes. Peer tutors are certified through the College Reading & Learning Association (CRLA). You may contact the TLC at <https://www.wku.edu/tlc/>

EXTRA HELP:

The instructor will be available as need is indicated. Students are encouraged to discuss any questions or problems with the instructor.

COURSE ADJUSTMENTS:

The instructor reserves the right to modify the course requirements, schedule, and syllabus. No change will occur after the beginning of the semester, however, unless proper, timely, and prior notice is given to students.