EXED 334
Dr. Applin
Spring 2008

Western Kentucky University
Course Syllabus: Spring 2008
EXED 334
Field Based Practicum: Ind. With Learning & Behavior Disorders
*This syllabus was modified for spring 2008. Items and information such as textbooks required, topic order and assignments are subject to change each semester or during the semester when needed, due to schedules and updating of information etc.

Course Title: Field Based Practicum for Individuals with Mod/Sev Disabilities
Course Prefix and Number: EXED 334
Meeting Time & Place: Tuesday and Thursday at assigned field placement 7:30am - 2:30pm
Course Discipline: Exceptional Education
Instructor's Name: Janet L. Applin, Ph.D.
Instructor's Office Number: Tate Page Hall 360
Instructor's Telephone Number: (270) 745-6105
Instructor's Email Address: janet.applin@wku.edu
Instructor's Office Hours: As posted by appointment
Required Text: No text required for this course.

Course Description:
Supervised practice in an appropriate setting for development of advanced intervention skills used with individuals with Learning and Behavior Disorders. Field experiences in public schools and/or other appropriate settings away from campus are required. Students are responsible for arranging their own transportation to designated or assigned sites.

Co requisites: EXED 332 and 430
Prerequisite: EXED 330

Course Rationale:
Field based practicum for Individuals with Learning and Behavior Disorders affords Special Education pre-service teachers with practical experience in the day to day structure of Resource and Collaborative Special Education classrooms. Students will gain experience in classroom organization, planning instruction, behavioral interventions, transition planning, and the day to day schedules of students with Learning and Behavior Disorders along with being actively involved in instruction in the classroom.
Course Objectives and Outcomes:
Upon completion of this course, students will have practical experience in a classroom for students with Learning and Behavioral Disorders, including, but not limited to, planning academic and behavioral interventions, transition planning, and setting up a classroom for students with Learning and Behavioral Disorders.

STANDARDS ADDRESSED:

KENTUCKY TEACHER STANDARDS ADDRESSED
Kentucky’s Teacher Standards for Preparation and Certification – Find full explanations of each standard at: 
Initial-Level Performance in
Standard 1: The teacher demonstrates applied content knowledge.
Standard 2: The teacher designs and plans instruction.
Standard 3: The teacher communicates and maintains learning climate.
Standard 4: The teacher implements and manages instruction.
Standard 5: The teacher assesses and communicates learning results.
Standard 6: The teacher demonstrates the implementation of technology.
Standard 7: Reflects on and evaluates teaching and learning.
Standard 8: Collaborates with Colleagues/Parents/Others.
Standard 9: Evaluates teaching and implements professional development.
Standard 10: Provides leadership within school/community/profession.
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WKU’s College of Education & Behavioral Sciences  
Professional Educator’s Expected Dispositions:

<table>
<thead>
<tr>
<th>The Educational Professional Demonstrates the Following…</th>
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<tbody>
<tr>
<td>1. Values learning as evidenced by:</td>
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<tr>
<td>Attendance</td>
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<td>Class Participation</td>
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<tr>
<td>Class Preparation</td>
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<tr>
<td>Communication</td>
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<td>2. Values Personal Integrity as evidenced by:</td>
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<tr>
<td>Emotional Control</td>
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<tr>
<td>Ethical Behavior</td>
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<td>3. Values Diversity</td>
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<td>4. Values Collaboration</td>
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<td>5. Values Professionalism as evidenced by:</td>
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<tr>
<td>Respect for school rules, policies, and norms</td>
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<tr>
<td>Commitment to self-reflection and growth</td>
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<td>Professional Development and involvement</td>
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<td>Professional Responsibility</td>
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COUNCIL FOR EXCEPTIONAL CHILDREN’S STANDARDS  
See Red Book you will be required to download and print for class.

Placements  
You will be placed in two classrooms during the semester. One will be an elementary setting and one will be either a middle school placement or high school placement. These classes will be LBD and/or EBD classrooms. You will be in each placement for approximately 5 weeks (10 weeks total – this takes in to account fall breaks). **You will not begin your practicum placement until, at least, the 2nd full week of the semester.** Dr. Applin will meet with you and each of your cooperating teachers BEFORE you begin your placement to go over expectations and answer any questions they may have. You will be required to be at this meeting and need to be available during the first two weeks of the semester during scheduled practicum hours to be open for this meeting. You will get more information in your first EXED 334 class meeting.

During your practicum, Dr. Applin will formally observe you at least 1 time working directly with students using a formal observation instrument. Ideally, this will be one time in each placement; however with school schedules, breaks, special events, etc. that is not always possible. These formal observations will be scheduled in advance. At other times, Dr. Applin will do “pop-in” visits to see how you are doing and to informally observe you in the classroom and to answer any questions you or your cooperating teachers may have.
Critical Student Performances:

1. **Notebook** with all practicum lesson plans completed, formal observation forms, journal of day to day activities in the classroom, and other required practicum activities – See below

Your notebook entries should be TYPED, WELL ORGANIZED, and CONTAIN TABS for the following sections:

- Documentation of Attendance at Practicum Sites (you will be given a special form to document your attendance) (10 points)
- Teacher feedback forms will be emailed to Dr. Applin from your cooperating teachers and Dr. Applin will give you copies for your notebook. Your cooperating teachers will be asked to evaluate your performance on a weekly basis and then a final evaluation at the end of your placement with them.
- Lesson Plans Completed (50 points)
- Formal Observations and feedback completed by Dr. Applin (20 points – this is for having the observations in your notebook. The formal observations are also worth 50 points each for your course grade)
- Log/Journal of Day to Day activities in practicum placements – this should be a short (one or two paragraph) summary of what you did each day. Be careful to protect the confidentiality of students and be careful about critiquing the teacher in this log – your task in practicum is to gain practical experience in an LBD classroom – NOT TO EVALUATE THE COOPERATING TEACHER. (50 points)
- Summary of 1 ARC attended at each placement for a total of 2 (If it is impossible to attend an ARC, you must replace this activity with a thorough review of a student record and summarize the record review). (10 points)
- Summary of 1 extra curricular activity attended at each placement for a total of 2. (If it is impossible to attend one extra curricular activity, you must replace this assignment with a written report of the extra curricular activities offered at your placement). (10 points)
- Interviews of 2 of the following (you may do one of these at each placement or both at the same placement): paraprofessional; regular education teacher who collaborates with special ed. Teachers; speech/language pathologist; occupational therapist; physical therapist; bus driver; school nurse; PE teacher; school secretary; parent of a student with disabilities; or any other professional who works with the special ed teacher or the students in the classroom. These interviews should focus on what the professional’s role is in the school, district, and in relation to working with students with disabilities. You are to write your own questions and write up the interviews in either narrative form or
question by question. If you choose question by question, you must have a summary at the end reflecting upon what you learned during the interview. (20 points)

- Written observation of 2 general education classrooms (1 at each placement). For this assignment, you will go in to a regular classroom and observe a lesson using the same observation form that Dr. Applin will use to observe your teaching. (10 points)
- Final Paper detailing what you have learned in the practicum. This paper should be 3-5 pages long, double spaced. (20 points – Again this is just for having the paper in your notebook)
- Total Points for Completed Notebook – 200 points

2. The **Formal Observation** is your critical performance indicator for this course. All of the other activities lead up to your formal observation – you will be given the forms that will be used to observe you in the classroom along with detailed explanations in EXED 332.

3. **Professionalism/Teaching Disposition**: During this field experience, you are required to conduct yourself in a professional manner by following the Kentucky Teacher Code of Ethics as well as WKU’s College of Education and Behavioral Sciences Required Teacher Dispositions. This includes your interactions with students, your cooperating teacher, administrators in your school building, and all other school personnel, as well as your fellow classmates and professor in this course. You will receive a grade for professionalism/teaching disposition in this course of 100 points. Points will be deducted for tardiness, absences, unprofessional behavior in your school placements and in class/collaborative activities, any breach in the KY Teacher Code of Ethics, or any behavior deemed unprofessional by your professor. As part of this component, you will meet individually with Dr. Applin during finals week to discuss your Professionalism/Teaching Disposition.
Instructional Methods and Activities:
Field Experience
Formal Observations
Individual Feedback
Mentoring from Cooperating Teachers

Special Instructional Materials: My Blackboard will be used for Practicum announcements, samples of assignments, frequently asked questions etc.

Grading/Evaluation:

Completed Notebook = 200 points
Midterm Notebook = 100 points
Formal Observation by Dr. Applin = 100 points
Final Paper = 50 points – To be turned in with Final Notebook
Professionalism/Teaching Disposition = 100 points
Professional Development – 50 Points

DUE DATES FOR ASSIGNMENTS WILL BE PROVIDED IN CLASS.

Letter Grade/Value Range
A  564-600  94-100%
B  504-563  84-93%
C  444-503  74-83%
D  384-443  64- 73%
F  383 points and below

Course Policies & FYI
1. This course will utilize Blackboard for online quizzes, class notes and handouts, and out of class discussion board questions. You will need access to a reliable computer and internet connection to access Blackboard.
2. Late Assignments: All assignments are due on the designated date. Unless a time extension has been negotiated with the professor PRIOR to the due date, assignments turned in late will have the grade automatically lowered by 10% - no matter the reason. Students are expected to take exams on designated dates.
3. A grade of C or higher must be earned in this course in order to take further courses in Exceptional Child Education including student teaching.
4. PRACTICUM ATTENDANCE - Students are expected to participate in practicum for 7 hours, 2 days each week –Tuesdays and Thursdays (excluding University wide breaks). Practicum placements will be assigned and students are to report to their cooperating teacher’s classrooms on a designated start date. Students are not to contact their cooperating teachers or schools until the professor has met with him or her in person. Students will be observed by the professor during the placements. Observations will be prescheduled most of the time, but pop in visits are not out of the question. During a scheduled
visit, a planned activity/lesson is expected. More details will be given in EXED 417 about these lessons.

5. Absences from Practicum: If you are to be absent from your practicum site FOR ANY REASON, Dr. Applin AND your cooperating teacher must be notified in advance of the time your placement was supposed to begin for that day. You need to make sure to get the contact information of your cooperating teacher on the first day in case an emergency arises. You may email or leave a voice message for Dr. Applin. If emailing on a day when you have a visit scheduled, you must email Dr. Applin PRIOR to 7am so that she is sure to get your message. Part of being an effective teacher is being dependable and reliable. For this reason, if you miss more than 5% (7 hours or 1 day) of your scheduled time unexcused, it will result in an F for this class. Absences should be true emergencies for this reason and a doctor’s excuse is required. This includes partial days missed. You should have 7 hours per day for 2 days per week – this will total 14 hours per week; 140 hours for the entire semester. If you must miss, the time you miss must be made up on your own time. Documentation of your entire field placement visits are required to ensure that you are receiving the proper amount of time in each placement. Your cooperating teachers will be asked to inform Dr. Applin if practicum students are late or leaving early – this time counts as time absent from practicum.

6. To represent ideas or interpretations taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism. (Source: WKU Faculty Handbook, 16th ed., p. 59)

7. Disability Accommodations Statement:
Students with disabilities who require accommodations (academic adjustment and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room 445 Potter Hall. The OFSDS telephone number is (270) 745-5004 V/TDD. Please DO NOT request accommodations directly from the professor instructor without a letter of accommodation from the Office for Student Disability Services.

INCLEMENT WEATHER – If the University remains officially open, this course will meet as scheduled. For information on closings due to bad weather, students should call the Western Information Line at 270-745-4845. Whether the University is open or closed during bad weather, students should use their own judgment in regard to their ability to safely travel under such conditions.

If your field experience placement is closed due to weather, you will not be expected to make up that time unless it exceeds 4 days. There is time left at the end of the semester to make up lost time if needed.

Criminal check, TB test and a health screening is required prior to any work in the schools. Additional information is available in Tate Page Hall 408. Dr. Applin will
contact the teacher education office – 4th floor Tate Page Hall- to determine if you’ve had your physical, TB test, and criminal check. If you have not had this completed, you may not begin practicum and may put yourself in jeopardy of not being able to complete this practicum this semester. As you are completing your program in a cohort model, you will put yourself behind a full year if you have to wait until next spring to complete this course.