



## Sul Ross State University Department of Education

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### **ED 7318, Practicum in Special Education, Spring 2016**

#### **Text:**

Educational Diagnostician Program Handbook

#### **Course Description:**

A course which provides field experience in special education in a TEA accredited public, private, or parochial school students spend a minimum of 160-clock hours under the supervision of school (educational diagnosticians, special education teachers, and administrators) and university faculty.

#### **Course Resources:**

Test manuals and videos, federal and state regulations governing special education, Region ESC 18 website, and A Guide to the ARD Process.

#### **Additional Sources of Pertinent Information:**

Texas Education Agency	<a href="http://www.tea.state.tx.us">www.tea.state.tx.us</a>
Procedural Safeguards	<a href="http://www.tea.state.tx.us/special.ed/explanaf">www.tea.state.tx.us/special.ed/explanaf</a>
A Guide to the ARD Process	<a href="http://www.tea.state.tx.us/special.ed/ardguide">www.tea.state.tx.us/special.ed/ardguide</a>
Region ESC 18	<a href="http://www.esc18.net">www.esc18.net</a>
Council for Exceptional Children	<a href="http://www.cec.sped.org">www.cec.sped.org</a>
Educational Testing Service	<a href="http://cms.texas-ets.org/texas/prepmaterials/texas-preparation-manuals/">http://cms.texas-ets.org/texas/prepmaterials/texas-preparation-manuals/</a>

\*Additional useful links will be posted in Blackboard

**ED 7318 will contribute to the following Program Learning Outcomes (PLOs):**

- The educational diagnostician candidate will demonstrate knowledge of factors that affect evaluations students with disabilities.
- The educational diagnostician candidate will discriminate between appropriate and inappropriate behaviors during observations and evaluations.
- The educational diagnostician candidate will demonstrate knowledge of legal foundations of psychoeducational assessment.

**ED 7318 will address the following Student Learning Outcomes (SLOs):**

The beginning diagnostician is able to:

- Articulate the purpose of evaluation procedures and their relationship to educational programming.
- Conduct evaluations and other professional activities consistent with the requirements of laws, rules and regulations, and local district policies and procedures.
- Score assessment and evaluation instruments accurately.
- Use assessment and evaluation information to plan individualized programs and make instructional decisions that result in appropriate services for individuals with disabilities, including those from culturally and/or linguistically diverse backgrounds.
- Use appropriate communication skills to report and interpret assessment and evaluation results.
- Keep accurate and detailed records of assessments, evaluations, and related proceedings (e.g. ARD/IEP meetings, parent/guardian communications and notification).

**Course Objectives:**

The practicum serves as a capstone course for the educational diagnostician program. It is designed to allow the student the opportunity to practice the knowledge gained under the supervision of a licensed professional educational diagnostician in the field and university faculty. Students will be supervised in the practice of testing procedures, completing comprehensive assessments, preparing written reports of assessments and other paperwork, attending ARDs and presenting test data to committee members.

Upon completion of the practicum experience, the beginning educational diagnostician will be able to:

- Articulate the purpose of evaluation procedures and their relationship to educational programming.
- Conduct evaluations and other professional activities consistent with the requirements of laws, rules and regulations, and local district policies and procedures.
- Score assessment and evaluation instruments accurately.
- Use assessment and evaluation information to plan individualized programs and make instructional decisions that result in appropriate services for individuals with disabilities, including those from culturally and/or linguistically diverse backgrounds.
- Use appropriate communication skills to report and interpret assessment and evaluation results.

- Keep accurate and detailed records of assessments, evaluations, and related proceedings (ie. ARD/IEP meetings, parent/guardian communication and notification).

### Course Requirements:

Every student enrolled in ED 7318 must purchase and complete the TExES content practice exam offered through Certify Teacher (preparation software for educator certification). The student **will not be given credit for ED 7318 until passing results are emailed** to your university intern supervisor and Matthew Marsh at [mmarsh@sulross.edu](mailto:mmarsh@sulross.edu) in the Sul Ross Department of Education. **The advisor will only accept the first two trials on the Certify Teacher practice exam.**

In order to access the practice content exam and submit results, complete the following steps:

Access <http://www.certifyteacher.com>

Select “Products”

Scroll down to **TestSim Educational Diagnostician Exam #153: Educational Diagnostician**

The prices for this computer simulated TExES practice exam are as follows: **On-line \$55; Download \$60; CD-ROM \$65.** (We recommend purchase of the online exam because you may practice immediately with your exam online via the Internet, from any computer, anywhere, 24/7). The download or CD-ROM lasts for as long as it is on your computer; the online version would expire after an extended amount of time with no activity. Read the information regarding these purchase options and operating system requirements before you place your order. Purchase costs are the responsibility of the student.

After successfully completing the full length, 5-hour exam, there should be an automatic link attached to your results page [EMAIL RESULTS TO]. Select this option and email **passing** results to [mmarsh@sulross.edu](mailto:mmarsh@sulross.edu)

If, for some reason, you do not see this link, you may copy the results page, attach it to a new email, and send it to your university intern supervisor and Mr. Marsh at [mmarsh@sulross.edu](mailto:mmarsh@sulross.edu)

Educational Diagnostician students who do not successfully complete the exam will receive an “Incomplete” grade, pending successful completion of the Certify Teacher online exam and submitting emailed results. Students who do not successfully complete this exam and submit results within the one-year time limit for incomplete grades must repeat ED 7318.

### INTERN REQUIREMENTS:

Prior to making any arrangements for the practicum, interns should make an appointment with their university supervisor to discuss appropriate site possibilities.

#### 1. Placement Paperwork

The following forms must be completed and submitted to your university supervisor **no later than 2 weeks after the official start date (February 2, 2016)** of the semester:

- Internship Personal Data Sheet
- Waiver and Liability Release
- Site Supervision Agreement (Students completing the practicum must have an

- site supervisor holding current certification as a principal in Texas)
- Proof of Professional Liability Insurance

### **Goals and Objectives:**

**Within the first two weeks of the official start date of the semester (February 2, 2016),** the intern, in conjunction with the site supervisor (mentor), will develop four or five goals with accompanying objectives toward which to work. A **goal** is a broad, clear statement of an outcome the intern plans to achieve during the period of the practicum. An **objective** is a clear, specific, and measurable statement that identifies a step leading to the achievement of the goal. Ideally, if all the objectives are met, the goal automatically will have been attained.

- The goals determined by the intern will provide the structure for the required 160 clock hours.
- After formulating the goals, the intern will develop objectives for each goal. These objectives should be clear, specific, and measurable.
- On completion of the above, both the intern and the site supervisor will sign off on the goals and objectives to indicate their acceptance. The intern will provide a copy of these goals to the on-site supervisor and the university supervisor **within the first two weeks of the official start date of the semester (February 2, 2016)**. The university supervisor must approve the goals and objectives and may require revision prior to acceptance. The intern should keep a copy of the goals and objectives for his or her own files.

### **2. Practicum Activity Log**

Interns will keep an extensive activity log recording activities conducted during the internship. **This log should be considered confidential, with information which identifies individual students omitted.** \*\*Students falsifying or fabricating information contained within the activity log will be dismissed from the program immediately.

### **3. Self- Reflections**

Interns will submit self-reflections for every 30 completed hours of the practicum. The reflections should consider the progress towards the goals and objectives developed at the beginning of the semester with the site supervisor. These reflections will be submitted via Blackboard.

### **4. Final log/report**

At the conclusion of the internship, the intern will write a final report describing his or her success toward attaining the stated goals and objectives. If a particular goal was not met, the intern will explain the reason, and will describe what was accomplished in place of that goal. This report should be comprehensive, professionally typed, and should include a final section of reflection on the internship.

This final log/report is due to the university supervisor **NO LATER THAN May 10, 2016.**

**SITE SUPERVISOR’S REPORT:**

The site supervisor will complete two reports evaluating the intern’s progress through the internship. The first evaluation report is due **NO LATER THAN March 8, 2016.** The site supervisor’s final report is due **NO LATER THAN May 10, 2016.**

**SITE VISITS BY THE UNIVERSITY SUPERVISOR:**

The university supervisor will complete three evaluations (including one on-site visit) during the practicum. The university supervisor will meet with the intern and the site supervisor during the on-site visit. The intern will be required to facilitate the appointment. The other evaluations will be conducted via electronic means as arranged by the university supervisor.

**PARTICIPATION REQUIREMENT**

Each intern will be expected to stay in regular communication with his/her university supervisor and will be required to respond to emails and/or telephone calls initiated by the university supervisor in a timely manner.

**FINAL PRACTICUM GRADE:**

The final grade for the practicum will be based on the following:

Course Requirements:

- Completed Personal Contact Info 5 pts
- Signed Waiver of Liability 5 pts
- Proof of Professional Liability Insurance 5 pts
- Signed Practicum Agreement Form 5 pts
- Completed Practicum Goals 5 pts
- 5-Completed Activity Logs 15 pts
- 5-Completed Reflections 10 pts

Input from Site Supervisor:

- 2-Site Supervisor Evaluations 15 pts
- Final Statement of grade recommendation 10 pts

Input from University Supervisor:

- 3-University Supervisor Reports 10 pts
- Consistent, professional, and courteous communication, via email/phone/in person, punctuality in returning required paperwork and forms 5 pts
- Final Statement of grade recommendation 10 pts

TOTAL 100 pts

*\*Incompletes will be issued to students not completing the Certify Teacher requirements or falling short of the 160-clock hour requirement by the end of the semester.*

**This course syllabus is intended to be a guide and may be amended with adequate notice from the professor as necessary with appropriate notification to the students.**