Department of Human Services
James I. Perkins College of Education
SPED 5354 Practicum in Ethical and Professional Practice
SPED 5354.501.202010.Mask

The SFA Way … "...striving for personal excellence in everything we do."

At Stephen F. Austin State University, our faculty, staff, alumni and students believe in doing things "The SFA Way." We expect the best from ourselves and from each other, and we hold each other accountable when we fail to maintain these standards.

Grounded in the five "Root Principles" below, we, the members of the SFA community, strive for personal excellence in everything that we do.

The Principle of Respect … Lumberjacks command respect and treat others with respect.

The Principle of Caring … Lumberjacks think of the needs of others and seek to improve the quality of life of those around them.

The Principle of Responsibility … Lumberjacks do what is right.

The Principle of Unity … Lumberjacks are loyal to their friends, family, university, state and country.

The Principle of Integrity … Lumberjacks have the courage to do what is right, even when it is hard or unpopular

Instructor: Paige R. Mask, Ph.D.

Course Time/Location: Online w/in Desire 2 Learn - D2L

Office Phone: 936 468-1076
Office: Education Studies Department Rm 201B

Virtual Office Hours: Tuesday 1:00 - 3:30 pm and Thursday 1:00 - 3:30 pm. Additional online meeting times may be scheduled with the course instructor.

Credits: 3 semester hours, graduate credit

E-mail: Please use D2L e-mail for all course purposes. Secondary e-mail-maskp@sfasu.edu

Mailing Address: Stephen F. Austin State University - Paige Mask, P.O. Box 13017, Nacogdoches, Texas 75962

OR physical address of Stephen F. Austin State University - Paige Mask, 2428 Raguet, Nacogdoches, Texas

Course Fee: Administration of Field Experience/Practicum and ARD paperwork

Prerequisites: Testing courses: SPED 5344 and SPED 5345 are to be completed prior to the practicum. SPED 5354 and SPED 5355 practicums are taken at the end of the student's program.

I. Course Description:

Supervised experience in administration and interpretation of various psycho-educational instruments resulting in written and electronic diagnostic evaluation reports and/or supervised practicum experience providing instruction and services to children with disabilities.

SPED 5354 Practicum in Professional and Ethical Practice (3 credits; fully online) spans 15 weeks and is considered part 1 of a practicum experience. This course is a supervised practicum experience within an approved TEA accredited school district. Supervision is provided through the course instructor and a district site supervisor. Typically, for a 3-hour practicum, candidates participate in 160 hours (53 hours per unit of credit) of activities and assignments directly related to professional standards and competencies for educational diagnosticians. Practicum experiences are designed to foster the development and application of new career-related skills. In addition to onsite practicum experiences, students are required to complete course academic components that include: reading assignments, quizzes, written work (documentation and reflections) and other appropriate work relative to the practicum. During the final examination period, the candidate will complete a self-reflective essay, about the practicum experience. These activities, inclusive of the onsite practicum expectations and academic components, average a minimum of 16 hours of work each week.
SPED 5354 Accountability and Accreditation Assignment: Comprehensive Mastery Exam / #153 Educational Diagnostician TExES, and Prior Written Notice/ FIE.

LiveText/Watermark Statement:
This course uses the LiveText/Watermark data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText/Watermark account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText/Watermark account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText/Watermark registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText/Watermark account or any technical questions, call ext. 7050 or e-mail LiveText@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText/Watermark system may result in course failure.

II. Intended Learning Outcomes and its Relationship to the College of Education's

A. COE Conceptual Framework: This course is in alignment with the COE Conceptual Framework. Specifically, this course’s emphasis on assessing students with exceptional learning needs aligns with the College of Education’s (COE) philosophy that educators must carefully observe the effects of their practices on students and continually collect and analyze objective data on the effects of their professional practices. The course further emphasizes the COE’s belief that assessment drives instructional decisions and practices.

Course Practicum Experience:

1. Aligns with the College of Education's goal of collaborating with external partners (accredited schools) to enhance the candidate’s knowledge, skills, and to provide opportunities for the ongoing exchange of ideas for mutual benefit.
2. Reflective written reports align with the College of Education's value of academic excellence through critical and reflective thinking.

Reflective interpretation of student performance aligns with the College of Education's philosophy that educators must carefully observe the effects of their practices on students through collecting and analyzing objective data and systematically incorporate the changes necessary to improve student performance.

Use of technology for scoring test records and applying Cross-Battery Assessment principles aligns with the College of Education’s goal of academic excellence.
Specifically, through the current and appropriate use of instructional technologies and applications that positively impact student learning for all students.

**Course Coordination with TExES Domains and Competencies:**

1. This course’s focus and review on the State Board of Educator Certification Standards for Texas Educational Diagnosticians aligns with the College of Education’s mission to provide candidates with a foundation for success in teaching.
2. The College of Education’s goal of academic excellence in candidate content knowledge is emphasized through this course’s review of the State Board of Educator Certification (SBEC) standards for Texas Educational Diagnosticians.


**B. Commitment To Diversity:** The College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, differing ability levels, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

a. Multicultural awareness: consciousness of one’s personal reactions to people who are different in phenotype, family background, socio-political perspective, and cultural history.

b. Multicultural knowledge: exposed to content related to culture (group)-specific values and beliefs and implications to status on day-to-day experiences within the general society

c. Multicultural Skill: implementation of consistent interpersonal skills and communication that reflect openness to listening and considering as valid multiple perspectives and wide range of expressions of individuals’ life stories and experiences.

**C. THECB: Elements of the Core Curriculum**

- Critical Thinking Skills
  - To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills
To include effective development, interpretation and expression of ideas through written, oral and visual communication.

- **Empirical and Quantitative Skills**
  - To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

- **Teamwork**
  - To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

- **Personal Responsibility**
  - To include the ability to connect choices, actions and consequences to ethical decision-making.

- **Social Responsibility**
  - To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**D. Alignment Between Accreditation Standards and Assignments (see matrix at end of syllabus)**

CAEP – Council for the Accreditation of Educator Preparation

INTASC – Interstate Teacher Assessment and Support Consortium

CEC – Council for Exceptional Children

ISTE – International Society for Technology in Education

SBEC/ TExES – State Board of Educator Certification and TExES

**Program Learning Outcome:**

CEC Advanced Preparation Standard 1: Assessment

1.0 *Special education specialist use valid and reliable assessment practices to minimize bias.*

CEC Advanced Preparation Standard 2: Curricular Content Knowledge

2.0 *Special education specialist use their knowledge of general and specialized curricula to improve programs, supports, and services at classroom, school, community, and system levels.*

CEC Advanced Preparation Standard 3: Programs, Services, and Outcomes
3.0 Special education specialists facilitate the continuous improvements of general and special education programs, supports, and services at the classroom, school, and system levels for individuals with exceptionalities.

CEC Advanced Preparation Standard 4: Research & Inquiry

4.0 Special education specialists conduct, evaluate, and use inquiry to guide professional practice.

CEC Advanced Preparation Standard 5: Leadership and Policy

5.0 Special education specialists provide leadership to formulate goals, set and meet high professional expectations, advocate for effective policies and evidence-based practices and create positive and productive work environments.

CEC Advanced Preparation Standard 6: Professional and Ethical Practice

6.0 Special education specialists use foundational knowledge of the field and professional Ethical Principles and Practice Standards to inform special education practice, engage in lifelong learning, advance the profession, and perform leadership responsibilities to promote the success of professional colleagues and individuals with exceptionalities.

CEC Advanced Preparation Standard 7: Collaboration

7.0 Special education specialists collaborate with stakeholders to improve programs, services, and outcomes for individuals with exceptionalities and their families.

SPED 5354 Accountability and Accreditation Assignment: Comprehensive Mastery Exam and #153 Educational Diagnostician TExES. Candidates are provided with TExES review and remediation so that they are able to demonstrate content and professional knowledge in each of the four domains. Domain I: Students with Disabilities, Domain II: Assessment and Evaluation, Domain III: Curriculum and Instruction, Domain IV: Foundations and Professional Roles and Responsibilities.

1. The student will demonstrate competence (oral and written formats) in the fundamental areas of assessment: (A) standard procedures for test administration, (B) scoring, (C) interpretation, and (D) recommendations.

CEC 1 Learner Development and Individual Learning Differences, CEC 2 Learning Environments; CEC 3.Curricular Content Knowledge; CEC 4 Assessment; CEC 5 Instructional Planning and Strategies; and CEC 6 Professional Learning and Ethical Practice
TExES Standard 1 applies knowledge of purpose, philosophy, and legal foundations of evaluation and special education; TExES Standard 2 understands and applies knowledge of ethical and professional practices, roles and responsibilities; TExES Standard 4 understands and applies knowledge of student assessment, evaluation, program planning, and instructional decision making; TExES Standard V knows eligibility criteria and procedures for identifying students with disabilities and determining the presence of educational need; TExES Standard VI selects, administers, and/or interprets formal and informal assessments and evaluations; TExES standard VII understands and applies knowledge of ethic, linguistic, cultural, and socioeconomic diversity and the significance of student diversity for evaluation, planning, and instruction; TExES Standard VIII knows and demonstrates skills necessary for scheduling, time management, and organization; TExES Standard IX addresses student's behavioral and social interactions through appropriate assessment, planning and instructional strategies.

2. The student will discern legal and ethical issues encountered in the field of special education.

TExES Standard II understands and applies knowledge of ethical and professional practices, roles and responsibilities; TExES Standard V knows eligibility criteria and procedures for identifying students with disabilities and determining the presence of educational need.)

3. The student will recognize issues related to conducting evaluations, writing Full and Individual Evaluations, and special education eligibility.

TExES Standard II understands and applies knowledge of ethical and professional practices, roles and responsibilities; TExES Standard V knows eligibility criteria and procedures for identifying students with disabilities and determining the presence of educational need; TExES Standard VI selects; administers, and/or interprets formal and informal assessments and evaluations

Student Learning Outcomes:

At the completion of this course, students will be able to:

1. Demonstrate competence in assessment interpretation and report writing.
2. Demonstrate the ability to present in written and oral formats objective and interpretive assessment.
3. Analyze assessment data for student academic strengths and weaknesses.
4. Demonstrate orally and/or in written formats knowledge of federal regulations and ethical concerns in education.
5. In a school setting, demonstrate and understanding of socially, culturally, and linguistically different students.
6. In a school setting, apply knowledge of federal and state regulations for education.
7. In a school setting, apply knowledge of school district procedures for special education determination and eligibility.

**SLO Items 1-6** (CEC 1.2 design and implement assessments to evaluate effectiveness of instructional practices, CEC 2.2 deepen professional knowledge of instructional technologies to support access to learning challenging content; CEC 3.1 implement evaluation activities to improve services for individuals with exceptionalities; CEC 3.2 understand cultural, social, and economic diversity and individual learner differences to inform the development of services for individuals with exceptionality; CEC 3.3 apply knowledge of theories, evidence based practices, and relevant laws to advocate for services for individuals with exceptionality; CEC 4.1 evaluate research and inquiry to identify effective practices; CEC 4.2 use knowledge of professional practice to improve practices with individuals with exceptionalities; CEC 5.1 model respect for ethical practices; CEC 5.2 use linguistically and culturally responsive practices, CEC 6.1 educational specialists have an understanding of the history of special education, legal policies, ethical standards, and emerging issues to inform special education specialist leadership; CEC 6.3 model and promote respect for all individuals and promote ethical professional practice.

TExES standard and competency numbers are included in this section. This information may be accessed in its entirety by copying and pasting the following URL into a web browser: tea.texas.gov/WorkArea/DownloadAsset.aspx?id=25769820381

TExES Standard I applies knowledge of purpose, philosophy, and legal foundations of evaluation and special education 1A, 1C, 1D, 1E, 2A, 2B; TExES Standard II understands and applies knowledge of ethical and professional practices, roles and responsibilities 1A, 1D, 2A, 2C, 2D, 2E, 2F; TExES Standard III develops collaborative relationships with families, educators, the school, community, outside agencies, and related service personnel 1A, 1B, 1C, 1D, 1E, 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2I, 2J, 2K; TExES Standard IV understands and applies knowledge of student assessment, evaluation, program planning, and instructional decision making 1C, 2A; TExES Standard V knows eligibility criteria and procedures for identifying students with disabilities and determining the presence of educational need 1C; TExES Standard VI selects; administers, and/or interprets formal and informal assessments and evaluations 1K, 2A, 2E, 2F, 2H, 2I, 2L; TExES standard VII understands and applies knowledge of ethic, linguistic, cultural, and socioeconomic diversity and the significance of student diversity for evaluation, planning, and instruction 1E, 2B; TExES Standard VIII knows and demonstrates skills necessary for scheduling, time management, and organization 1A, 1B, 1C, 2A, 2B, 2C.
III. Course Activities, Assignments, Instructional Strategies, use of Technology

The format for this course includes scheduled assignments/reports and deadlines, offline reading assignments and projects, online reading and participation in using web pages, email, discussion boards, and Zoom sessions. Assessment of course content will be conducted via scheduled assignments, online quizzes, and Comprehensive Mastery Exams. In addition to the instructional activities listed above, candidates will continue to acquire practicum experience in a public school’s special education program during the semester. Texas Administrative Code (TAC) 228.35 states that Educator Preparation Programs preparing candidates for professional certificates (i.e., Educational Diagnostician) will provide a practicum for a minimum of 160 clock hours. To be successful in this course, the typical student should plan to spend approximately 16 hours per week working on this course which includes your practicum experience hours.

Practicum Experience:

Course participants will be supervised by a public school’s certified Educational Diagnostician that has a minimum of 1 year of experience in the position. Practicum experiences may include but are not limited to the following: related professional development, RTI meetings, Section 504 meetings, ARD scheduling and preparation, ARD meeting facilitation, ARD paperwork, test administration and scoring, report writing, collaboration with teachers, discussions of federal regulations with an educational diagnostician and/or school psychologist, discussion of transition with diagnostician and/or district transition specialist, interviews with related service providers.

The date and time for each observation or activity must be recorded on a paper practicum experience log and electronically in the FEM module Time Log. The candidate’s signature (student), the cooperating Educational Diagnostician signature, and Special Education Director’s signature must be on the second page of each practicum log. Up to 40 hours total may be obtained through educational diagnostician professional development activities (online and face-to-face). Writing goals and objectives or PLAAFP statements do not count towards practicum hours as these are teacher responsibilities. Undocumented entries or unsigned practicum logs will not count towards the cumulative 160 hour practicum requirement. Candidates must turn in all practicum agreements with the appropriate signatures before practicum experiences begin.

IMPORTANT: There will be 2 formal practicum activities this semester. You will need to make sure that your webcam and audio are both functional for the Standards Based Observation. Specific practicum experiences are required by law and failure to participate in the assigned practicum activities will lower your grade, delay your completion of the course and your certification.
**Practicum Activity #1 Meeting with District Site Supervisor:** This meeting will occur during the month of **September** and it is an informal meeting between you and your district site supervisor. During this meeting, you will need to discuss your practicum goals based on your knowledge of areas where you know you need more instruction and/or review. Your district site supervisor may also have goals for you. Please do include both your goals and the supervisor’s goals in your assignment submission. After the meeting has occurred, you will upload the final copy of your practicum goals to the course dropbox.

**Practicum Activity #2 Standards-Based Observation (SBO) Video:** This video is due during the month of **October** and it will be a 45-minute video recording of yourself completing educational diagnostician tasks. Practicum #3 will require you to use your webcam, audio, and desktop sharing features. When you have your 45-minute observation video created, you will upload your video link and MP4 file to the course dropbox along with a written summary explanation of the tasks you completed.

**IV. Evaluation and Assessments (Grading):**

1. **Online Assignments, Quizzes and sessions.** Each assignment or activity is designed to provide the candidate with further explanation of real-world special education practices and legal responsibilities. Quizzes are designed to assess candidate knowledge of course content.

2. **Comprehensive Mastery Exam: Testing clearance for the #153 Educational Diagnostician TExES is contingent on the successful completion of this Comprehensive Mastery Exam and other assignments.** Remember that your #161 Special Education TExES must be passed before you are given testing clearance for the #153 TExES. Some older certifications or related certifications may be accepted in place of the #161 All-Level Special Education certification.

The Comprehensive Mastery Exam which is in partial fulfillment of an M.Ed in Special Education and is also required for Certification Seeking Only candidates. The Comprehensive Mastery Exam provides the candidate with the opportunity to demonstrate the knowledge and skills that he or she has developed during their master’s degree or certification program and serves as a review for your #153 Educational Diagnostician TExES exam.

The Comprehensive Mastery Exam (100 points and required for course completion)

**After meeting the testing clearance prerequisite requirements, each student is encouraged to attempt and pass his or her #153 Educational Diagnostician TExES this fall semester. However, if you are first needing to pass the #161 All-Level Special Education TExES first or need additional time to prepare for the #153 TExES, you may attempt and pass the #153 Educational Diagnostician TExES during the spring practicum semester. Please know that by the end of the spring practicum semester, you will need to have passed your #153 TExES exam for grading purposes. Students that do not pass the #153 TExES on their first**
attempt will be required to come to the campus for a remediation session prior to being given testing clearance for a second attempt.

3. **FIE Assessment Reports/ARD paperwork** (2 @ 100 points and required for course completion). Students will practice combining IQ and achievement information into ARD paperwork. You will complete this assignment for 2 IQ and achievement/supplemental combinations that you administered in your program.

Students will be expected to complete ARD paperwork to demonstrate their familiarity with some of the general documents legally required for an ARD meeting. Assessment reports may be completed in an electronic ARD paperwork system. If you currently work in a district as an ARD Facilitator or Educational Diagnostician, permission may be granted to use your district's software program.

**Grading Scale (points):**

- 90% or above of all possible points = A
- 80% - 89% of all possible points = B
- 70% - 79% of all possible points = C
- 60% - 69% of all possible points = D
- 59% or below of possible points = F

**Tentative Course Timeline**

<table>
<thead>
<tr>
<th>Course Timeline SPED 5354</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional absences do not occur for course weeks that have an online learning module assignment. Therefore, during these weeks, absence is not a reason for failure to fully participate. Work for each learning module and the exams are due by the due date stated in the timeline. Activities requiring group participation and/or Discussion Board postings must be done within the designated time frame for each module. Students are required to attend all scheduled online meetings sessions. Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected in all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student's attendance and participation as well as note this information in the required reports and in determining the final grades. Students may be excused from</td>
</tr>
</tbody>
</table>
attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying instructors in advance, when possible, and providing satisfactory documentation for excusable absences.

#153 TExES Review Module

**Task #1** Access the #153 TExES Review module. You will need to read and complete module items in sequential order. Make sure to purchase your e-access TExES Educational Diagnostician Secrets Study Guide within the first days of the semester.

**Task #2** After you have read the TExES review module resources (timelines, Bell Curve, scores, ABA principles), use your TExES: Educational Diagnostician (153) Secrets Study Guide and participate in the practice test that addresses Domains 1 and II (items 1-50). Using the course Dropbox tool, you will submit your practice test results. Your results will need to include your percentage of correct items (obtained by dividing the # of correct items by the total # of quiz items) and a short explanation of 5 missed items and why you think you missed a particular item.

**Task #3** Using your TExES: Educational Diagnostician (153) Secrets Study Guide, locate and participate in the practice test that addresses Domains III and IV (items 51-100). Using the course Dropbox tool, you will submit your practice test results. Your results will need to include your percentage of correct items (obtained by dividing the # of correct items by the total # of quiz items) and a short explanation of 5 missed items and why you think you missed a particular item.

**Task #4** If you have forgotten your username and password for the Certifyteacher TExES study software, please email sales@certifyteacher.com and request your username and password.

- If you are not sure if you received this software, contact sales@certifyteacher.com to see if they have your name in the system. If you are not listed in the system, then you will need to purchase this software. Testing clearance for the #153 TExES will be given after a student has met the criteria.
for passing for the study software and assignments with the TExES review module.

- Once you have the #153 Certifyteacher software, take the Random Full-Length exam. After you complete the exam, an overall estimated score will be provided to you along with your performance for each of the competencies. As part of testing clearance, you will need to have an overall exam score of **250 or higher and 8/10 competencies being 80% or higher.** If you meet these two criteria, then upload your exam results as a pdf. to the course dropbox.

- If you do not meet the minimum passing criteria, then you will need utilize the Study Mode and Flashcards features of the software to remediate your deficits. Be sure to read the explanation on why your chosen answer and the remaining answers were correct or incorrect. Reading the "Explanation" as to why an answer choice is correct or incorrect is where the real learning occurs! Be sure you are doing this. After you have completed your review, reattempt the Random Full-Length Exam and upload your passing results (**250 or higher and 8/10 competencies being 80% or higher**) to the course dropbox. Repeat the remediation process until you meet the passing criteria.

- Testing clearance may be requested electronically after you have earned a passing grade on each assignment in the TExES Review module. Directions for requesting testing clearance are located in the module and the course dropbox.

  After the course instructor approves your testing clearance request, you are encouraged to immediately register for and pass your #153 Educational Diagnostician TExES this fall semester. However, if you are first needing to pass the #161 All-Level Special Education TExES first or need additional time to prepare for the #153 TExES, you may attempt and pass the #153 Educational Diagnostician TExES during the spring practicum semester. Please know that by the end of the spring practicum semester, you will need to have passed your #153 TExES exam for final grading purposes. Students that do not pass the #153 TExES on their first attempt will be required to come to the campus for a remediation session prior to being given testing clearance for a second attempt.

**Task #5** Complete Parent's Guide reading assignment and questions.
| Task #6 | Complete Case Study #1 located in the course dropbox. Be sure to check the dropbox for assignment feedback so that you do not make the same mistakes on Case Study 2. |
| Task #7 | Access and read/complete all items in the Getting Started module. |
| Task #8 | Post your Student Introduction. |
| Task #9 | Students that are not currently employed by an ISD must complete the Practicum module and submit all the required documentation before completing practicum hours in an ISD. |

| Week 4-7 | Practicum Activity #1 Meeting with your District Site Supervisor. This meeting will occur during the month of September and it is an informal meeting or discussion between you and your district site supervisor. During this meeting, you will obtain your supervisor’s signature on the Site Supervisor Agreement form and discuss your practicum goals based on your knowledge of areas where you know you need more instruction and/or review. Your district site supervisor may also have goals for you. The idea is that after you complete your practicum experience, you will have a "where with all" of educational diagnostician responsibilities across the PK-12 spectrum and across disability types. Please do include both your goals and the supervisor’s goals in your assignment submission. After the meeting has occurred, you will upload the final copy of your practicum goals to the course dropbox. |
| Task #2 | Upload the following documents to the course dropbox before you begin your practicum experiences. A copy of the form is attached to each dropbox. |
| | • If your district is not listed on the content page, send a copy of the **Affiliation Agreement** to your Special Education director requesting his or her signature on the agreement. A blank form is attached to the course dropbox. |
| | • signed **Site Supervisor Agreement** – this is the form your mentor signs, not your special education director. A blank form is attached to the course dropbox. |
| | • your site supervisor's educational diagnostician certification record from the certification from SBEC web site |
- signed Special Education Director Cooperating ISD Educational Diagnostician Agreement: Practicum Experiences. Remember you already had this form completed as part of your pre-admission process to the program so you will just upload your copy of the agreement.

- Dropbox Excel File Practicum Placement: I will need to turn this information in so that FEM module can be activated. A copy of the Excel file is attached to the dropbox.

**Task #3** Purchase the additional LiveText Field Experience Module (FEM) Registration: Please make sure you register for the FEM module. More information is located under section VI. Readings in the syllabus. In order to access and view your FEM, you will complete the following steps:

  - Access Livetext
  - Click on the Field Experience tab
  - You will then see your placement information. Look on the right-hand side of the page and locate **View Placement Details** and click on it.
  - You can add attachments as needed to your FEM using the attachment box at the very bottom of the screen.

**Note:** Your Field Experience module will not activate until I turn in your site placement information (Excel file) into Livetext. Please allow 2 weeks for your module to activate.

**Task #3** Practicum Activity #2 Standards-Based Observation (SBO) Video. This video is due by October 15th and it will be a 45-minute video recording of yourself completing educational diagnostician tasks. This recorded observation will require you to use your webcam, audio, and desktop sharing features. When you have your 45-minute observation video created, you will upload your video link and MP4 file to the course dropbox along with a written summary explanation of the tasks you completed. Note: Only videos that are 45 minutes or longer will be accepted for SBO credit.

**Weeks 8-10**

October 12th – November 1st due date

**Task #1** Complete Case Study #2 located in the course dropbox. Be sure to check the dropbox for assignment feedback so that you do not make the same mistakes on Case Study 3.

**Task #2** Complete Case Study #3

**Task #3** Complete Case Study #4
Weeks 11-12
November 2nd - November 15th due date

**Task #1** Complete a PWN and FIE for the WJ Cog / WJ ACH. The WJ (COG and ACH) Prior Written Notice (PWN) and Full and Individual Evaluation (FIE) will require you to apply timelines using Fall 2019 dates. This is the testing you completed on a student using the WJ in SPED 5345 (formally SPE 545) and SPED 5344 (formally SPE 544). The module document (2017-2018 REVISED MASTER GUIDELINES FOR ESPED FIE) has sample FIE blurbs and you must incorporate this information as appropriate for your student. This FIE assignment will take significant time to complete. Please make sure you devote the necessary time to this assignment so that you earn a passing grade. If your district allows, you may use your districts ARD management system to complete this assignment.

Note: You will be uploading one of your graded FIE’s to Livetext at the end of the semester.

**Task #2** Complete Discipline Policy and Procedures in the course dropbox.

Weeks 13-14
November 16th - November 29th

**Task #1** Complete your second PWN and FIE for the KABC / KTEA or WISC / KTEA. You must use Fall assessment dates in these documents that comply with timelines. You will be uploading one of your graded FIE’s to Livetext at the end of the semester.

Week 15-16
November 30th – December 10th due date

**Task #1 Livetext and FEM module:** By the end of the semester, you will need to have entered all of your Fall practicum hours in the FEM module Time Log. Please wait to attach your paper copies of the Fall practicum logs in the FEM module. You will attach all (fall and spring hours) of your paper logs in the FEM module at the end of the spring practicum semester. So, for many standards, your paper logs will have information entered for fall and spring experiences. I am asking you to do this so that you have most paper practicum logs filled and have fewer logs that need to be signed by your special education director and district site supervisor.

**Task #2** This semester, you will also need to create a Fall practicum reflection. You may create a video reflection or a 2-page reflection. I will ask for another reflection in spring.

**Task #3** Please upload your best PWN and FIE to Livetext.

**Task #4** Please upload your passing criteria Certifyteacher #153 Educational Diagnostician Random Full-Length Exam to Livetext.
Task #5 Please be sure to print or save a copy of the Educational Diagnostician Practicum manual (located in the Getting Started Module) which contains directions for filing your Educational Diagnostician TExES with the state of Texas. This completed document will be submitted to edcert@sfasu.edu at the end of the spring semester and after you have passed your #153 Educational Diagnostician TExES. I have already turned in your Teacher Service Record (TSR) and your certification record.

VI. Readings

Text and technology requirements


   Scroll until you see the following and then choose the TExES (153) Educational Diagnostician Exam Secrets (ebookdownload).

   Order link: [http://www.mo-media.com/texes/order.htm](http://www.mo-media.com/texes/order.htm)

2. A login to the Educational Diagnostician TExES study software has been previously provided to each student.
3. Federal Regulations side-by-side
6. Access to a computer that has the following components: Webcam/microphone, PowerPoint viewing and creating capabilities, Microsoft Excel, and Microsoft Word.
7. **Additional Field Experience or Practicum component:** In this course you must register or activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience / clinical teaching. Failure to register or activate the account and/or submit the required assignment(s) within the FEM system may result in course failure.
LiveText/Watermark Statement:

In this course you must purchase and activate the LiveText/Watermark add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to register or activate the account and/or submit the required assignment(s) within the FEM system may result in course failure.

This course uses the LiveText/Watermark data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText/Watermark account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText/Watermark account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText/Watermark registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText/Watermark account or any technical questions, call ext. 7050 or e-mail LiveText@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText/Watermark system may result in course failure.

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction Evaluation Purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement; therefore, your response is critical.

In the College of Education, the course evaluation process as been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: Class Attendance and Excused Absence Policy 6.7

Traditional absences do not occur for course weeks that have an online learning module assignment. Therefore, during these weeks, absence is not a reason for failure to fully participate. Work for each learning module and the Exams are due by the due date stated in the syllabus. Late work will not be accepted. Activities requiring group participation and/or Discussion Board postings must be done within the designated time.
frame for each module. Students are required to attend all scheduled Collaborate sessions. Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected in all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student's attendance and participation as well as note this information in the required reports and in determining the final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying instructors in advance, when possible, for excusable absences.

**Academic Accommodations for Students with Disabilities: Policy 6.1 and 6.6**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodations and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

Location: Human Services Building, room 325. Phone: (936) 468-3004.

**Definition of Academic Dishonesty: Policy 4.1:**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in the Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes and F [except as allowed through university policy (i.e., Active Military Service 6.14)]. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Student Code of Conduct: Policy 10.4**

Disruptive Behavior--Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


Additional Information

Code of Ethics for the Texas Educator:

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.


To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.
2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/http://www.texas.ets.org/registrationBulletin). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.
3. Successfully complete state mandated fingerprint and background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.
For further information concerning this matter, contact Katie Snyder 936 468-1740 or snyderke1@sfasu.edu.

Other Relevant Course Information

Late Submission Policy and Make-up Exams:

All assignments must be turned in on or before the due date to receive full credit. Late assignments will be docked up to 10 points. Make-up exams will be administered only in extreme circumstances and reasons for missing an exam should be documented. Students should contact me in advance of missing an exam.

Syllabus Disclaimer:

While the provisions of this syllabus are as accurate and complete as possible, the instructor reserves the right to change any provision herein with notice if circumstances so warrant. Every effort will be made to keep students advised of such changes and information about such changes will be posted in the Announcement section of the course or by course email. It is the responsibility of each student to know what changes, if any, have been made to the provisions for this syllabus and to successfully complete the requirements for this course. Questions regarding information on the syllabus and course requirements need to be addressed by students when the syllabus is received.

Alignment Between Accreditation Standards and Assignments

CAEP – Council for the Accreditation of Educator Preparation

INTASC – Interstate Teacher Assessment and Support Consortium

CEC – Council for Exceptional Children

ISTE – International Society for Technology in Education

SBEC/TExES – State Board of Educator Certification and TExES

Assignment Descriptions

- **FEM Practicum/Field Experience** – The Live Text FEM module is the data management account system that is used to document educational diagnostician practicum experiences. The following items are uploaded to the FEM module: You will need to upload the following items: Signed Mentor (Cooperating Educational Diagnostician) Agreement Letter, cooperating educational diagnostician’s (supervisor) teacher certification from SBEC web site, signed (Special Education Director) Cooperating ISD Educational Diagnostician Agreement: Practicum Experiences, signed Practicum Experience Logs with
supporting documentation and reflections, completed Educational Diagnostician Practicum Performance Evaluation.

CAEP 1.3 Providers ensure that completers apply content and pedagogical knowledge as reflected in the standards of Specialized Professional Associations and other accrediting bodies. CAEP 2.3 Providers work with partners to design clinical experiences of sufficient depth, breadth, diversity, coherence, and duration to ensure that candidates demonstrate their developing effectiveness and positive impact on all students' learning and development.

- **WJ FIE** – Using an electronic ARD paperwork system, the candidate will add referral information necessary to complete an FIE and then complete an FIE (Parts 1 and 2) using his or her WJ COG, WJ ACH, and KeyMath assessment information.

CAEP 1.2 Providers ensure that completers use research and evidence to develop an understanding of the profession and use both the measure student progress and their own professional practice. CEC 3.3 Special education specialists apply knowledge of theories, evidence-based practices, and relevant laws to advocate for programs, supports, and services for individuals with exceptionalities. ISTE 3a Demonstrate fluency in technology systems and transfer current knowledge to new technologies and situations. TExES Standard 1 The Educational Diagnostician applies knowledge of the purpose, philosophy and legal foundations of evaluation and special education. TExES Standard 4 The Educational Diagnostician understands and applies knowledge of student assessment and evaluation, program planning, and instructional decision making.

- **WISC FIE** - Using an electronic ARD paperwork system, the candidate will add referral information necessary to complete an FIE and then complete an FIE (Parts 1 and 2) using his or her WISC or WAIS, WIAT, and Gray reading or OWLS assessment information.

CAEP 1.2 Providers ensure that completers use research and evidence to develop an understanding of the profession and use both the measure student progress and their own professional practice. CEC 3.3 Special education specialists apply knowledge of theories, evidence-based practices, and relevant laws to advocate for programs, supports, and services for individuals with exceptionalities. ISTE 3a Demonstrate fluency in technology systems and transfer current knowledge to new technologies and situations. TExES Standard 1 The Educational Diagnostician applies knowledge of the purpose, philosophy and legal foundations of evaluation and special education. TExES Standard 4 The Educational Diagnostician understands and applies knowledge of student assessment and evaluation, program planning, and instructional decision making.

- **Practicum/Visits** - Practicum sessions will be conducted using the ZOOM tool with a web cam and microphone. The cooperating Educational Diagnostician
(supervisor) will need to be present for the 2nd or 3rd Collaborate meeting. You will need to ensure that you and your cooperating Educational Diagnostician can access ZOOM from your chosen site. Another one of the practicum meetings will need to be a "working" meeting where you are showing me artifacts or evidence of Educational Diagnostician tasks completed. The order in which these meetings occur does not matter. During the meeting with your cooperating Educational Diagnostician, you will present and discuss your portfolio assessment as if he or she were a prospective employer. Then, you will talk about your practicum experience log. Remember that TEA and CEC recommend that you to have experiences across the PK-12 spectrum.

CAEP 1.3 Providers ensure that completers apply content and pedagogical knowledge as reflected in the standards of Specialized Professional Associations and other accrediting bodies. CAEP 2.1 Partners for clinical preparation share responsibility for continuous improvement of candidate preparation. CAEP 2.3 Providers work with partners to design clinical experiences of sufficient depth, breadth, diversity, coherence, and duration to ensure that candidates demonstrate their developing effectiveness and positive impact on all students’ learning and development. ISTE 3a Demonstrate fluency in technology systems and transfer current knowledge to new technologies and situations. ISTE 9 - the candidate engages in on-going professional learning and uses evidence to continually evaluate his or her practice. CEC 2.2 Special education specialists continuously broaden and deepen professional knowledge and expand expertise with instructional technologies to support access to learning content. CEC 3.3 Special Education specialists apply knowledge of theories, evidence-based practices, and relevant laws to advocate for programs, supports, and services for individuals with exceptionalities. CEC 4.2 Special Education specialists use knowledge of professional literature to improve practices with individuals with exceptionalities and their families. CEC 6.1 Special Education specialists have a comprehensive understanding of the history of special education, legal policies, ethic standards, and emerging issues that inform special education specialist leadership. CEC 7.0 Special Education specialists collaborate with stakeholders to improve programs, services, and outcomes for individuals with exceptionalities. ISTE 1C Model collaborate knowledge by engaging with colleagues in virtual environments. ISTE 3a Demonstrate fluency in technology systems and transfer current knowledge to new technologies and situations. ITSE 4 Promote and model digital etiquette and responsible social interactions related to the use of technology and information. TExES Standard 1 The Educational Diagnostician applies knowledge of the purpose, philosophy and legal foundations of evaluation and special education. TExES Standard 2 The Educational Diagnostician understands and applies knowledge of ethical and professional practices, roles and responsibilities. TExES Standard 3 The Educational Diagnostician develops collaborative relationships with families, educators, the school, and related service personnel. TExES Standard 4 The Educational Diagnostician understands and applies knowledge of student assessment and evaluation, program planning, and instructional decision making. TExES Standard 5 The Educational Diagnostician knows eligibility criteria and procedures for identifying students with disabilities and determining the presence of educational need. TExES Standard 6 The Educational Diagnostician interprets
appropriate formal and informal assessments and evaluations. TExES Standard 7 The Educational Diagnostician applies knowledge of ethnic, linguistic, cultural and socioeconomic diversity and the significance of student diversity for evaluation, planning, and instruction. TExES Standard 8 The Educational Diagnostician knows and demonstrates the skills necessary for scheduling, time management, and organization.

- **Completing Electronic Full and Individual Evaluations, FIEs.**

TExES Standard 1 The Educational Diagnostician understands and applies knowledge of the purpose, philosophy and legal foundations of evaluation and special education. ISTE 3a Demonstrate fluency in technology systems and transfer current knowledge to new technologies and situations.

- **Mentor Evaluation (completed in the spring semester)** - This performance evaluation is designed to encourage professional growth and positive communication between the educational diagnostician practicum candidate, district mentor, and practicum course instructor. Directions: At the beginning of the practicum experience, the SFA educational diagnostician candidate will provide the cooperating district mentor with a copy of this Practicum Performance Evaluation. Near the end of the practicum experience, the SFA candidate will arrange a time to meet with the cooperating district mentor to review and complete the Practicum Performance Evaluation together. The candidate will need to bring copies of their practicum log in order to verify some evaluation items for the district mentor. The evaluation form should be signed by both parties and then forwarded to the SPE 555 Practicum course instructor for review and signature.

Evaluation Key Rating Definitions: 1 Exceeds expectations, 2 Meets expectations, 3 Development needed; NA Not applicable to this practicum experience.

CAEP 2.2 Partners ensure that theory and practice are linked, maintain coherence across clinical and academic components of preparation and share accountability for candidate outcomes. CAEP 2.3 Providers work with partners to design clinical experiences of sufficient depth, breadth, diversity, coherence, and duration to ensure that candidates demonstrate their developing effectiveness and positive impact on all students’ learning and development.

**Paige Mask | Department of Human Services | Stephen F. Austin State University**