Instructor: Heather Munro

Synchronous Meeting Course Time: 6-8 pm via Zoom (1/16, 1/30, 2/27, 3/19, 4/2, 4/16, 4/30) with additional on-site days/times as individually determined
Location – Individual job sites/settings (TBD) & Online via Zoom
Office Hours (Virtual): M 2:00 – 3:00 pm  T & R 9:00-11:00 am
Other times by appointment

Office: ECRC 209Y
Office Phone: 936-468-5348
Other Contact: Donna Wood 936.468.1145
Email: hrmunro@sfasu.edu

Credits: Variable 1-3 credit hours. May be taken concurrently in the same semester. Three credit hours required for certification (180 student contact hours).

Prerequisites: Admission into the Visual Impairment Program, admission to the SFASU Graduate School, completion of both SPE 516 (Eye Anatomy) and SPE 517 (Braille), assignment as a Teacher of students with Visual Impairment (emergency certified or probationary certified), serving as the teacher of record in the capacity of a TVI, or in an exceptional case wherein a cooperating teacher, trained as a TVI, will agree to facilitate a student’s onsite skill development

COURSE JUSTIFICATION:
SPE 558- Practicum in Special Education/Visual Impairment (1 credit; repeatable for up to 3 credits) is required for TVI who are in the first year in the role serving students with visual impairments. Three credit hours of practicum are required for completion of the training program. Hours may be taken in the same semester. Students receive instruction as well as support in working with students with visual impairments as established in the goals and guidelines for the course. The course requires one two-hour meeting every other week over the 15 weeks that are held synchronously over the Zoom meeting platform. The course requires the completion of several assignments that document the assessment and teaching of students on their caseloads. As part of this course TVI will receive onsite visitations—scheduled directly with the instructor—during the semester. These visits are to be at least 45 minutes in length but will typically last 2-3 hours. You will get one visit per each hour for which you are registered. Students should provide the faculty with a lesson plan and description of the students with visual impairments who will be seen during the visit. There will be between one to two visits per semester of practicum. Students will receive a report on the visit that they should share with their supervisor after discussing the findings with the on-site supervisor. Students should plan for this one-on-one conference time about their teaching at the end of each visit. The completion of the case study, post philosophy statement, functional vision evaluation and lesson plan, and the pre and post assessment of an ECC, and logging of contact hours are all required over the course of the practicum. Students are also expected to keep a professional journal that documents their experiences over the semester in their role as a TVI. Extensive reflection is required in both assignments and in the journals. In addition to the biweekly meetings, these activities average a minimum of 4 hours of outside-of-class prep work and student contact per
week. Sixty hours of contact with students who are blind or visually impaired must be documented for each hour of practicum.

I. Course Description:

**Practicum in Special Education.** The practicum experience enables the student to apply academic learning experiences and to integrate the academic and practical aspects of his/her preparation program. **Permission of adviser is required.**

**Credits:** 1 credit hour. May be taken concurrently in the same semester; enrollment in a minimum of three credit hours is required for certification (180 student total contact hours). Enrollment in one credit hour requires candidate's completion of 60 direct contact hours with students with visual impairments at the candidate's practicum worksite; bi-weekly 2-hour ZOOM meeting for small group instruction and lecture related to practicum assignments over the 15-week SFA semester; and various assignments related to students with visual impairments on the candidate's practicum caseload, including lesson planning and implementation, collaboration with students' team members, and other duties as assigned. Some other assignments MIGHT include annual evaluations and/or 3-year re-evaluation, if a student's annual IEP programming requires such. The due dates for such assignments cannot be determined ahead of time due to varied dates/timelines for unique IEP programming for each student.

**Credits:** 2 credit hours require candidate's completion of 120 direct contact hours with students with visual impairments at the candidate's practicum worksite; bi-weekly 2-hour ZOOM meeting for small group instruction and lecture related to practicum assignments over the 15-week SFA semester; and various assignments related to students with visual impairments on the candidate's practicum caseload, including lesson planning and implementation, collaboration with students' team members, and other duties as assigned. Some other assignments MIGHT include annual evaluations and/or 3-year re-evaluation, if a student's annual IEP programming requires such. The due dates for such assignments cannot be determined ahead of time due to varied dates/timelines for unique IEP programming for each student.

**Credits:** 3 credit hours require candidate's completion of 180 direct contact hours with students with visual impairments at the candidate's practicum worksite; bi-weekly 2-hour ZOOM meeting for small group instruction and lecture related to practicum assignments over the 15-week SFA semester; and various assignments related to students with visual impairments on the candidate's practicum caseload, including lesson planning and implementation, collaboration with students' team members, and other duties as assigned. Some other assignments MIGHT include annual evaluations and/or 3-year re-evaluation, if a student's annual IEP programming requires such. The due dates for such assignments cannot be determined ahead of time due to varied dates/timelines for unique IEP programming for each student.

**COLLABORATION WITH PROGRAM FACULTY IS ESSENTIAL TO MAKE THE APPROPRIATE PLAN TO MEET YOUR NEEDS.**

**NOTE:** If you are receiving Texas Grant funding and require more than 3 hours of practicum support to complete, you will be responsible for paying for that additional course(s). The grant will only pay up to 3 hours of coursework in practicum.

The James I. Perkins 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, exceptionalities, 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.
II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

The complete listing of the standards associated with the PLOs, SLOs, assignments and assessments are located on the PCOE website.

Program Learning Outcomes: **Visual Impairment**

*Program Outcome #1* The student will demonstrate applied knowledge of the most common conditions causing visual dysfunction in the population of students with visual impairments.

*Program Outcome #2* The student will demonstrate understanding and applied knowledge of formal and informal assessments designed to address and measure the unique needs of students with visual impairments.

*Program Outcome #3* The student will model and demonstrate applied knowledge of strategies that improve access to curriculum and promote the development of learners with visual impairments.

*Program Outcome #4* The student will document, and express knowledge, ideals, skills, and standards associated with professional practice in the field of visual impairment.

*Program Outcome #5* The Master’s candidate will demonstrate advanced knowledge and understanding in the field of visual impairment.

*Program Outcome #6* Student will demonstrate proficiency in Braille production and interpretation using both the literary and the Nemeth code

*Program Outcome #7* The student should be able to demonstrate cultural awareness and professional behavior in all settings related to the provision of services to students with visual impairments.

Student Learning Outcomes:

This course supports TracDat objectives that have been developed for the program, specifically:

SLO – II - The student will model and demonstrate applied knowledge of strategies that improve access to curriculum and promote the development of learners with visual impairments.

SLO – III - The student will demonstrate understanding and applied knowledge of formal and informal assessments designed to address and measure the unique needs of students with visual impairments.

And

SLO – IV - The student will document, and express knowledge, ideals, skills, and standards associated with professional practice in the field of visual impairment.

This course also supports the Special Program Assessment Plan developed for the program for NCATE/CAEP, specifically:

SPA 3 Lesson Plan Development – Use of assessments to develop lesson plans

SPA 4 Practicum Performance – Performance of duties as a TVI

SPA 5 Pre-Assessment and Impact on Learning – Assessment and evaluation of skills and abilities related to the ECC

SPA 7 Additional Assessment – Functional Vision Evaluation/ Learning Media Assessment

SPA 8 Additional Assessment – Case study

The following outcomes are linked directly to this course

Students are required to do a Functional Vision Evaluation and Learning Media Assessment, as well as attend IEP team meetings, write IEPs, and various other activities that certified TVIs perform.
This course is also designed to:
(1) provide students with an opportunity to observe students with visual impairments in a school setting for an extended period of time;
(2) experience teaching students with visual impairments;
(3) apply training in visual impairment to students in various settings;
(4) practice the skills necessary for fulfilling the primary roles of a TVI;
(5) introduce, provide structure for, and/or deepen the student’s experience with the VI teaching profession;
(6) provide students with the opportunity to practice a variety of essential skills in teaching students with visual impairment in a hands-on setting;
(7) provide students with direct experience with the assessment and IEP meeting processes as they relate to students with visual impairment; and
(8) provide students with an opportunity to see the most current trends in techniques and approaches to providing education for students with visual impairments.

Other Intended Learning Outcomes/Goals/Objectives

Internal:

- **The Principle of Respect**
  Lumberjacks command respect and treat others with respect • They are considerate of others and tolerant of differences • They demonstrate respect for those around them by avoiding the use of offensive or profane language • They do not threaten or harm anyone and deal peacefully and civilly with conflict.

- **The Principle of Caring**
  Lumberjacks think of the needs of others and seek to improve the quality of life of those around them • They are compassionate, empathic and kind • They respond with humility to those they have helped and freely express gratitude to those who help them • Lumberjacks prepare themselves to become leaders in their communities and workplaces • They dedicate themselves to excellence in their chosen field of study and to using what they learn in the service of others.

- **The Principle of Responsibility**
  Lumberjacks do what is right • They persevere in times of adversity • Through self-control and self-discipline, they strive to do their best • Lumberjacks challenge each other to exceed expectations • They are active learners both inside and outside of the classroom • They are reliable; they do what they say they will do • Lumberjacks hold themselves accountable for their decisions.

- **The Principle of Unity**
  Lumberjacks are loyal to their friends, family, university, state and country • Lumberjacks stand together against any adversary • They recognize that though we are very different from one another, we are united by the Lumberjack Spirit. Lumberjacks seek to understand the people and world around them • When one lumberjack fails, all fail • When one lumberjack succeeds, all succeed.

- **The Principle of Integrity**
  Lumberjacks have the courage to do what is right, even when it is hard or unpopular • They respond to each situation with steadfast values that are not subject to change based on the
actions of others • They seek opportunities to practice effective and ethical leadership • Lumberjacks are honest; they do not deceive, cheat or steal • Lumberjacks stand up for those who cannot stand up for themselves • As lifelong learners, lumberjacks are committed to continuously improving themselves.

This course directly supports the mission and values of the James I. Perkins SFA College of Education - It is the mission of the Stephen F. Austin College of Education “to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.” This statement essentially sums up the intent of this class and our program as a whole. We make every effort to ensure that this class (and all other vision courses) is solidly grounded in the realities of practice. It is intended to be a pragmatic, practical class with maximum emphasis being placed on equipping you to be effective and efficient facilitators of learning for individuals with visual impairments, their families, teachers, as well as caseworkers, and other stakeholders who strive to meet their unique needs.

The Core Values of our College are:

- **Academic excellence** through critical, reflective, and creative thinking
- **Life-long learning**
- **Collaboration** and shared decision-making
- **Openness** to new ideas, to culturally diverse people, and to innovation and change
- **Integrity**, responsibility, diligence, and ethical behavior, and
- **Service** that enriches the community.

This class emphasizes these values in its content, philosophy, and in its assessment of outcomes. We, as instructors, strive to reflect these principles in the teaching of this class and we also have the highest expectations that you, our students, will also demonstrate these values as you develop as leaders in the field of visual impairment. These values are analogous with ethical standards that have developed by the Association for the Education and Rehabilitation of the Blind and Visually Impaired and one intention of this course is to provide you the skills to lead others to embrace these principles.

This course directly supports the mission of the SFA Department of Human Services

The Department of Human Services prepares undergraduates and graduate students for leadership and service roles in East Texas and the global community. The department is committed to incorporation of community-based, service-learning experiences within its educational programs to maximize the advancement of students personal and professional development.

This course also supports the mission of the Visual Impairment Program

It is the mission of the Visual Impairment Program to train Teachers of students with Visual Impairments (TVIs) and Certified Orientation and Mobility Specialists (COMS) who are practically and pragmatically prepared to meet the needs of persons with visual impairments across the state of Texas and in the nation as a whole. We believe that completers from our program should be equipped to effectively deliver instructional services which provide opportunities for students and clients with visual impairments to be more independent, lead more meaningful lives, and participate to a greater extent in society at large. In order to meet these goals, we believe that it is our responsibility to mentor and educate our graduates in the importance of exhibiting caring and compassionate approaches to instruction and positive beliefs about the worth of all individuals regardless of age, gender, race, sexual orientation or level of disability.
**External:**

This course supports the Core Objectives established by the Texas Higher Education Coordinating board:

The core objectives established by the Texas Higher Education Coordinating Board (THECB) are:

- **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

This course directly supports the standards of the Council for Exceptional Children, specifically:

- Standard 1: Knowledge
- Standard 2: Learning Environments
- Standard 3: Curricular Content Knowledge
- Standard 4: Assessment
- Standard 5: Instructional Planning and Strategies
- Standard 6: Professional Learning and Ethical Practice
- Standard 7: Collaboration

(standards are linked to specific assignments in attached rubrics)

This course directly supports the codes of ethics for professional practice developed for professionals in the field of visual impairments by the Association for Education and Rehabilitation of the Blind and Visually Impaired, specifically:

I. Commitment to the student
II. Commitment to the community
III. Commitment to the profession
IV. Commitment to colleagues, other professionals and to professional employers

This course supports the development of competencies that are accepted across professions in Visual Impairment, specifically:

- **Domain I - Understanding students with visual impairment.**
  - Competency 2 - Effects of visual impairments on development and learning
  - Competency 4 - Effects of factors other than disabilities.
- **Domain II - Assessment of students with visual impairments.**
  - Competency 6 -- Interpreting and communicating assessment results.
  - Competency 7 -- IEP and IFSP development.
- **Domain III - Fostering student learning and development**
  - Competency 8 -- Organizing the learning environment
  - Competency 9 -- Communication and literacy.
  - Competency 11 -- Sensory efficiency.
Competency 12 -- Social interaction and recreation and leisure skills.
Domain IV - Professional Knowledge
  Competency 16 -- Working collaboratively with families.
  Competency 17 -- Legal and ethical foundations and professionalism.

This course supports the development for professional educators in Visual Impairment, by the Texas Education Agency (TEA), specifically:

**Standard I:** The teacher of students with visual impairments understands and applies knowledge of the characteristics and needs of students with visual impairments, including those with additional disabilities.
(1.10k, 1.1s, 1.4s 1.7s)

**Standard II:** The teacher of students with visual impairments, including those with additional disabilities, understands and applies the knowledge of formal and informal assessments and evaluations and know how to use resulting data and other information to make service and programming recommendations and to participate in the development of the students’ Individual Educational Programs (IEPs) and Individualized Family Service Plans (IFSPs).
Specifically - (2.5k, 2.8k, 2.9k, 2.12k, 2.1s, 2.2s, 2.7s, 2.9s, 2.10s, 2.11s, 2.12s, 2.13s, 2.14s, 2.15s, 2.16s, 2.17s)

**Standard III:** The teacher of students with visual impairments, including those with additional disabilities, understands and applies the knowledge of strategies for planning instruction in the school, home, and community environments to facilitate student achievement. Specifically - (3.2s, 3.4s, 3.6s, 3.9s, 3.11s)

**Standard IV:** The teacher of students with visual impairments, including those with additional disabilities, knows how to promote students’ development of concepts and skills for academic achievement, social interaction, and independent living.
Specifically - (4.2k, 4.5k, 4.17k, 4.18k, 4.24k, 4.1s, 4.2s, 4.3s, 4.4s, 4.5s, 4.6s, 4.10s, 4.11s, 4.12s, 4.13s, 4.14s, 4.16s, 4.18s, 4.19s, 4.23s, 4.24s, 4.25s)

**Standard V:** The teacher of students with visual impairments, including those with additional disabilities, knows how to communicate and collaborate effectively in a variety of professional settings.
Specifically - (5.1k, 5.2k, 5.3k, 5.4k, 5.9k, 5.210k, 5.11k, 5.12k, 5.1s, 5.2s, 5.3s, 5.4s, 5.5s, 5.6s, 5.7s, 5.8s, 5.9s, 5.10s, 5.11s, 5.12s)

**Standard VI:** The teacher of students with visual impairments, including those with additional disabilities, understands and applies the knowledge of the foundations of the profession, including legal requirements and ethical considerations relating to students’ education, and actively seeks to expand professional knowledge and skills.
Specifically - (6.2s, 6.3s, 6.4s)

**Standard VIII:** The teacher of students with visual impairments, including those with additional disabilities, knows how to produce contracted and uncontracted literary braille and Nemeth Code.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

ALL OF THE ASSIGNMENTS BELOW MUST BE COMPLETED FOR YOU TO EARN THE 3 CREDIT HOURS NEEDED TO BECOME ELIGIBLE TO BE CERTIFIED AS A TEACHER OF STUDENTS WITH VISUAL IMPAIRMENTS. IN MOST CASES THIS
WILL TAKE MORE THAN ONE SEMESTER. YOU MUST ALSO PASS ANY REQUIRED EXAMS FOR CERTIFICATION IN YOUR STATE.

Instructional Strategies and Technology:
Portions of this course may be delivered using web conferencing (D2L, ZOOM) to deliver presentations, promote discussion, and explore concepts. Instruction WILL also be supported through other material to be presented online. Students WILL also be required to facilitate and/or participate (asynchronously) in online discussions investigating topics. These discussions and other material will be hosted on the course BrightSpace/D2L site.

Graded Assignments

THE ASSIGNMENTS BELOW ARE BROKEN INTO CREDIT HOUR REQUIREMENTS AND MUST BE COMPLETED FOR YOU TO EARN CREDIT FOR THIS COURSE. ALL THESE REQUIREMENTS WORK TOWARD BECOMING CERTIFIED AS A TEACHER OF STUDENTS WITH VISUAL IMPAIRMENTS. IN MOST CASES THIS WILL TAKE MORE THAN ONE SEMESTER. YOUR WORK FROM EACH PRACTICUM CLASS WILL BE COMBINED TO DEMONSTRATE COMPLETION OF ALL OF THE ASSIGNMENTS LISTED BELOW.

The plan below details what students will need to complete for 1, 2 & 3 credit hours of the practicum. Milestones were established for those taking less that the 3-hour maximum. As a practicum student, you will be required to meet with the instructor throughout the semester. These meetings will be held over ZOOM, by phone, and in person. We will have an informational meeting with everyone in the practicum class at the beginning of each semester. In addition, you will be required to complete the following documentation on students on your TVI caseload:

Requirements for students taking 1 credit hour:

Within the first 5 week period the student should-

- Attend online ZOOM meetings
- Continue to work toward goals set during first semester taken on the professional goal setting and professional preparation template (T-TESS) in collaboration with your onsite supervisor or your university instructor
- Onsite observation of performance. You will receive one onsite visit within the 5th or 6th six weeks of the second semester taken, and 1 additional visit for every semester you enroll in the practicum course. You will be required to arrange the visits with your university supervisor. You will also be required to meet with your mentor teacher throughout your time in practicum. Your university supervisor will evaluate your teaching based on the rubrics attached. (APPENDIX 6)
- Submit a lesson plan on at least one student for the onsite observation above.
- Attend at least one IEP or IFSP meeting and submit copies of any forms that demonstrate your participation in the meeting on this student. If your assessment is used to qualify a student for services as a student with visual impairment the appropriate qualification supplemental documents may also be included.
- Continue to do the following list of items on all students on your caseload:
  1. Keep a contact log of each contact made with students with visual impairments. A total of 60 direct contact hours will be required by the end of the semester for the 1 credit course. A sample is included in this syllabus.
  2. Maintain a journal. Each journal entry should include the following information:
Within the second 5 week period the student should-

- Attend online ZOOM meetings.
- Perform and write a Functional Vision Evaluation/Learning Media Assessment/Expanded Core Curriculum Evaluation report (this can be part of a 3-year review or initial assessment). Develop IEP or IFSP (as appropriate) goals and objectives for the student that are linked to and based on the findings of the FVE/LMA/ECC report. **SEE APPENDIX 1 FOR RUBRIC.** Demonstrating how goals are linked to assessments is sometimes referred to as closing the loop. Demonstrate how your assessments linked to your goals. Also, reflect on your assessment either after it is complete or after the results are presented at an IEP meeting. This reflection will be outside of the normal preparation of the document and is part of the program not part of the report shared with the district personnel or parents.
- Perform an additional, visual impairment specific, ECC assessment or assessment battery on this student and develop an IEP goal (and objectives) based on the findings. You should then develop lesson plans that address the objectives developed. **THIS IS IN ADDITION TO THE FVE/LMA/ECC report above.** This assessment will be a comprehensive assessment of the ECC needs of the student. You may use an assessment used or made available in your district to address the ECC as long as it addresses each area of the Expanded Core Curriculum. The ECC does not require a consent to test and your goals and plans may be developed from an ECC assessment that is not part of a 3-year review or an initial assessment. This assessment will also require a reflection.
- Continue the following list of items on all students on your caseload:
  1. Keep a contact log of each contact made with students with visual impairments. A total of 60 direct contact hours will be required by the end of the semester for the 1 credit course. A sample is included in this syllabus.
  2. Maintain a journal. Each journal entry should include the following information:
     - Number of students served
     - Dates
     - Settings
     - Amount of time that you provided service
     - Description of specific activities/techniques used and any questions, comments or challenges that you faced providing your services

At least one journal entry should be written every two weeks with at least two entries in second 5 weeks. Each recorded entry should be between 1-3 pages in length and should reflect upon the services that you have
provided to a student during that period. These journal entries are to be submitted in the appropriate Brightspace/D2L dropbox. This is used to demonstrate your ability to demonstrate reflective practice. These are private and should detail your accomplishments, struggles, fears, concerns and joys.

Within third 5 week period the student should-

- Attend online ZOOM Meetings
- You **must** show how the results of the ECC assessment were used and tie the results into a measurable IEP goal that you developed related to that assessment. You will develop a lesson plan to deliver instruction in at least one ECC area. You will need to track the progress of that student on the goals you developed. There should be a midpoint (where you may alter planning or strategies) and final assessment of progress. In other words, demonstrate the impact of intervention of student learning using a pre and post assessment. **SEE APPENDIX 2 FOR RUBRIC.** Your submission should include both the assessment tool used and a narrative that details the whole process from start (pre) to completion (post). A midterm assessment is advised and should be detailed in the narrative.
- **Capstone writing project:** Write a Post Philosophy Statement. A post philosophy statement should detail your philosophy as a professional in the field of visual impairment as a result of the instruction, training, and experience that you have received. Your Post Philosophy Statement can be built on the *pre philosophy* statement you submitted for admission to the SFASU VIP program, or it may be originally developed based on instruction you received in the program. Your Post philosophy statement will be graded on the attached rubric (**SEE APPENDIX 4**) It must be typed in Times New Roman 12-point font, double spaced, be at least two pages in length and must be professionally completed using proper grammar and spelling.
- Complete the following list of items on all students on your caseload:
  1. Keep a contact log of each contact made with students with visual impairments. A total of 60 direct contact hours will be required by the end of the semester for the 1 credit course. A sample is included in this syllabus.
  2. Maintain a journal. Each journal entry should include the following information:
     - Number of students served
     - Dates
     - Settings
     - Amount of time that you provided service
     - Description of specific activities/techniques used and any questions, comments or challenges that you faced providing your services

   **At least one journal entry should be written every two weeks with at least two entries in second 5 weeks.** Each recorded entry should be between 1-3 pages in length and should reflect upon the services that you have provided to a student during that period. These journal entries are to be submitted in the appropriate Brightspace/D2L dropbox. This is used to demonstrate your ability to demonstrate reflective practice. These are private and should detail your accomplishments, struggles, fears, concerns and joys.
Requirements for students taking 2 credit hours:

Within the first 5 week period the student should-

- Attend online ZOOM meetings
- Continue to work toward goals set during first semester taken on the professional goal setting and professional preparation template (T-TESS) in collaboration with your onsite supervisor or your university instructor.
- Onsite observation of performance. You will receive one onsite visit within the 5th or 6th six weeks of the second semester taken, and 1 additional visit for every semester you enroll in the practicum course. You will be required to arrange the visits with your university supervisor. You will also be required to meet with your mentor teacher throughout your time in practicum. Your university supervisor will evaluate your teaching based on the rubrics attached. (APPENDIX 6)
- Submit a lesson plan on at least one student for the onsite observation above.
- Attend at least one IEP or IFSP meeting and submit copies of any forms that demonstrate your participation in the meeting on this student. If your assessment is used to qualify a student for services as a student with visual impairment the appropriate qualification supplemental documents may also be included.
- Begin the following list of items on all students on your caseload:
  1. Keep a contact log of each contact made with students with visual impairments. A total of 120 direct contact hours will be required by the end of the semester for the 2 credit course. A sample is included in this syllabus.
  2. Maintain a journal. Each journal entry should include the following information:
     - Number of students served
     - Dates
     - Settings
     - Amount of time that you provided service
     - Description of specific activities/techniques used and any questions, comments or challenges that you faced providing your services

At least one journal entry should be written every two weeks with at least one entry submitted in first 5 weeks. Each recorded entry should be between 1-3 pages in length and should reflect upon the services that you have provided to a student during that period. These journal entries are to be submitted in the appropriate Brightspace/D2L dropbox. This is used to demonstrate your ability to demonstrate reflective practice. These are private and should detail your accomplishments, struggles, fears, concerns and joys.

Within the second 5 week period the student should-

- Attend online ZOOM meetings.
- Begin an observational case study. Interview the student, one of his/her peers, his parents, teacher/teachers, and diagnostician. Find out about the student’s school day, what feelings the student has about school, about his or her disability, learning style, and most difficult subject. Special attention should be paid to the perception of the student’s impairment in light of the student’s culture and diversity. Find out what motivates this student. How is his or her self-esteem? Explain how YOU view this child and why YOU chose this student for your case study. The paper should be three to four pages, double-spaced, in Times New Roman 12-point font. DO NOT use the student’s last name. The paper will be graded primarily
on content, although grammar and syntax will be considered. **SEE APPENDIX 3 FOR RUBRIC**

- Perform and write a Functional Vision Evaluation/Learning Media Assessment/Expanded Core Curriculum Evaluation report (this can be part of a 3-year review or initial assessment). Develop IEP or IFSP (as appropriate) goals and objectives for the student that are linked to and based on the findings of the FVE/LMA/ECC report. **SEE APPENDIX 1 FOR RUBRIC.** Demonstrating how goals are linked to assessments is sometimes referred to as closing the loop. Demonstrate how your assessments linked to your goals. Also, reflect on your assessment either after it is complete or after the results are presented at an IEP meeting. This reflection will be outside of the normal preparation of the document and is part of the program not part of the report shared with the district personnel or parents.

- Perform an additional, visual impairment specific, ECC assessment or assessment battery on this student and develop an IEP goal (and objectives) based on the findings. You should then develop lesson plans that address the objectives developed. **THIS IS IN ADDITION TO THE FVE/LMA/ECC report above.** This assessment will be a comprehensive assessment of the ECC needs of the student. You may use an assessment used or made available in your district to address the ECC as long as it addresses each area of the Expanded Core Curriculum. The ECC does not require a consent to test and your goals and plans may be developed from an ECC assessment that is not part of a 3-year review or an initial assessment. This assessment will also require a reflection.

- Continue the following list of items on all students on your caseload:
  1. Keep a contact log of each contact made with students with visual impairments. A total of 120 direct contact hours will be required by the end of the semester for the 2 credit course. A sample is included in this syllabus.
  2. Maintain a journal. Each journal entry should include the following information:
     - Number of students served
     - Dates
     - Settings
     - Amount of time that you provided service
     - Description of specific activities/techniques used and any questions, comments or challenges that you faced providing your services

     **At least one journal entry should be written every two weeks with at least two entries in second 5 weeks. Each recorded entry should be between 1-3 pages in length and should reflect upon the services that you have provided to a student during that period. These journal entries are to be submitted in the appropriate Brightspace/D2L dropbox. This is used to demonstrate your ability to demonstrate reflective practice. These are private and should detail your accomplishments, struggles, fears, concerns and joys.**

**Within third 5 week period the student should:**

- Attend online ZOOM Meetings
- Complete an observational case study. Interview the student, one of his/her peers, his parents, teacher/teachers, and diagnostician. Find out about the student’s school day, what feelings the student has about school, about his or her disability, learning style, and most difficult subject. Special attention should be paid to the perception of the student’s impairment in light of the student’s culture and diversity. Find out what motivates this student. How is his or her self-esteem? Explain how YOU view this child and why YOU chose this student for your case study.
The paper should be three to four pages, double-spaced, in Times New Roman 12-point font. DO NOT use the student’s last name. The paper will be graded primarily on content, although grammar and syntax will be considered. SEE APPENDIX 3 FOR RUBRIC.

- **You must** show how the results of the ECC assessment were used and tie the results into a measurable IEP goal that you developed related to that assessment. You will develop a lesson plan to deliver instruction in at least one ECC area. You will need to track the progress of that student on the goals you developed. There should be a midpoint (where you may alter planning or strategies) and final assessment of progress. In other words, demonstrate the impact of intervention of student learning using a pre and post assessment. SEE APPENDIX 2 FOR RUBRIC.

Your submission should include both the assessment tool used and a narrative that details the whole process from start (pre) to completion (post). A midterm assessment is advised and should be detailed in the narrative.

- **Capstone writing project:** Write a Post Philosophy Statement. A post philosophy statement should detail your philosophy as a professional in the field of visual impairment as a result of the instruction, training, and experience that you have received. Your Post Philosophy Statement can be built on the pre philosophy statement you submitted for admission to the SFASU VIP program, or it may be originally developed based on instruction you received in the program. Your Post philosophy statement will be graded on the attached rubric (SEE APPENDIX 4). It must be typed in Times New Roman 12-point font, double spaced, be at least two pages in length and must be professionally completed using proper grammar and spelling.

- Complete the following list of items on all students on your caseload:
  1. Keep a contact log of each contact made with students with visual impairments. A total of 120 direct contact hours will be required by the end of the semester for the 2 credit course. A sample is included in this syllabus.
  2. Maintain a journal. Each journal entry should include the following information:
      - Number of students served
      - Dates
      - Settings
      - Amount of time that you provided service
      - Description of specific activities/techniques used and any questions, comments or challenges that you faced providing your services

      **At least one journal entry should be written every two weeks with at least two entries in second 5 weeks.** Each recorded entry should be between 1-3 pages in length and should reflect upon the services that you have provided to a student during that period. These journal entries are to be submitted in the appropriate Brightspace/D2L dropbox. This is used to demonstrate your ability to demonstrate reflective practice. These are private and should detail your accomplishments, struggles, fears, concerns and joys.

**Requirements for students taking 3 credit hours** (taken in one semester):

**Within the first 5 week period the student should**-
- Attend online ZOOM meetings
- Complete the professional goal setting and professional preparation template (T-TESS) in collaboration with your onsite supervisor or your university instructor
Onsite observation of performance. You will receive one onsite visit within the first 5 weeks of the first semester taken, and 1 additional visit for every semester you enroll in the practicum course. You will be required to arrange the visits with your university supervisor. You will also be required to meet with your mentor teacher throughout your time in practicum. Your university supervisor will evaluate your teaching based on the rubrics attached. (APPENDIX 6) You will also need to complete the CEC based final visit evaluation during your culminating visit (APPENDIX 5). The second visit will be completed during the third or fourth 6 weeks of the school year via a video of lessons for submission so that it can be reviewed, with feedback, by your university supervisor. The third will be an onsite visit within the last 5 weeks of the semester.

Submit a lesson plan on at least one student for the onsite observation above.

Attend at least one IEP or IFSP meeting and submit copies of any forms that demonstrate your participation in the meeting on this student. If your assessment is used to qualify a student for services as a student with visual impairment the appropriate qualification supplemental documents may also be included.

Begin the following list of items on all students on your caseload:
1. Keep a contact log of each contact made with students with visual impairments. A total of 180 direct contact hours will be required by the end of the semester for the 3 credit course. A sample is included in this syllabus.
2. Maintain a journal. Each journal entry should include the following information:
   - Number of students served
   - Dates
   - Settings
   - Amount of time that you provided service
   - Description of specific activities/techniques used and any questions, comments or challenges that you faced providing your services

At least one journal entry should be written every two weeks with at least one entry submitted in first 5 weeks. Each recorded entry should be between 1-3 pages in length and should reflect upon the services that you have provided to a student during that period. These journal entries are to be submitted in the appropriate Brightspace/D2L dropbox. This is used to demonstrate your ability to demonstrate reflective practice. These are private and should detail your accomplishments, struggles, fears, concerns and joys.

Within the second 5 week period the student should-

- Attend online ZOOM meetings.
- Begin an observational case study. Interview the student, one of his/her peers, his parents, teacher/teachers, and diagnostician. Find out about the student’s school day, what feelings the student has about school, about his or her disability, learning style, and most difficult subject. Special attention should be paid to the perception of the student’s impairment in light of the student’s culture and diversity. Find out what motivates this student. How is his or her self-esteem? Explain how YOU view this child and why YOU chose this student for your case study. The paper should be three to four pages, double-spaced, in Times New Roman 12-point font. DO NOT use the student’s last name. The paper will be graded primarily on content, although grammar and syntax will be considered. SEE APPENDIX 3 FOR RUBRIC
- Perform and write a Functional Vision Evaluation/Learning Media Assessment/Expanded Core Curriculum Evaluation report (this can be part of a 3-year review or initial assessment). Develop IEP or IFSP (as appropriate) goals and objectives for
the student that are linked to and based on the findings of the FVE/LMA/ECC report. SEE APPENDIX 1 FOR RUBRIC. Demonstrating how goals are linked to assessments is sometimes referred to as closing the loop. Demonstrate how your assessments linked to your goals. Also, reflect on your assessment either after it is complete or after the results are presented at an IEP meeting. This reflection will be outside of the normal preparation of the document and is part of the program not part of the report shared with the district personnel or parents.

- Perform an additional, visual impairment specific, ECC assessment or assessment battery on this student and develop an IEP goal (and objectives) based on the findings. You should then develop lesson plans that address the objectives developed. THIS IS IN ADDITION TO THE FVE/LMA/ECC report above. This assessment will be a comprehensive assessment of the ECC needs of the student. You may use an assessment used or made available in your district to address the ECC as long as it addresses each area of the Expanded Core Curriculum. The ECC does not require a consent to test and your goals and plans may be developed from an ECC assessment that is not part of a 3-year review or an initial assessment. This assessment will also require a reflection.

- Continue the following list of items on all students on your caseload:
  1. Keep a contact log of each contact made with students with visual impairments. A total of 180 direct contact hours will be required by the end of the semester for the 3 credit course. A sample is included in this syllabus.
  2. Maintain a journal. Each journal entry should include the following information:
     - Number of students served
     - Dates
     - Settings
     - Amount of time that you provided service
     - Description of specific activities/techniques used and any questions, comments or challenges that you faced providing your services

     At least one journal entry should be written every two weeks with at least two entries in second 5 weeks. Each recorded entry should be between 1-3 pages in length and should reflect upon the services that you have provided to a student during that period. These journal entries are to be submitted in the appropriate Brightspace/D2L dropbox. This is used to demonstrate your ability to demonstrate reflective practice. These are private and should detail your accomplishments, struggles, fears, concerns and joys.

Within third 5 week period the student should-

- Attend online ZOOM Meetings
- Complete an observational case study. Interview the student, one of his/her peers, his parents, teacher/teachers, and diagnostician. Find out about the student’s school day, what feelings the student has about school, about his or her disability, learning style, and most difficult subject. Special attention should be paid to the perception of the student’s impairment in light of the student’s culture and diversity. Find out what motivates this student. How is his or her self-esteem? Explain how YOU view this child and why YOU chose this student for your case study. The paper should be three to four pages, double-spaced, in Times New Roman 12 point font. DO NOT use the student’s last name. The paper will be graded primarily on content, although grammar and syntax will be considered. SEE APPENDIX 3 FOR RUBRIC
- You **must** show how the results of the ECC assessment were used and tie the results into a measurable IEP goal that you developed related to that assessment. You will develop a lesson plan to deliver instruction in at least one ECC area. You will need to track the progress of that student on the goals you developed. There should be a midpoint (where you may alter planning or strategies) and final assessment of progress. In other words, demonstrate the impact of intervention of student learning using a pre and post assessment. **SEE APPENDIX 2 FOR RUBRIC.** Your submission should include both the assessment tool used and a narrative that details the whole process from start (pre) to completion (post). A midterm assessment is advised and should be detailed in the narrative.

- **Capstone writing project:** Write a Post Philosophy Statement. A post philosophy statement should detail your philosophy as a professional in the field of visual impairment as a result of the instruction, training, and experience that you have received. Your Post Philosophy Statement can be built on the *pre philosophy* statement you submitted for admission to the SFASU VIP program, or it may be originally developed based on instruction you received in the program. Your Post philosophy statement will be graded on the attached rubric (**SEE APPENDIX 4**). It must be typed in Times New Roman 12-point font, double spaced, be at least two pages in length and must be professionally completed using proper grammar and spelling.

- **Complete the following list of items on all students on your caseload:**
  1. Keep a contact log of each contact made with students with visual impairments. A total of 180 direct contact hours will be required by the end of the semester for the 3 credit course. A sample is included in this syllabus.
  2. Maintain a journal. Each journal entry should include the following information:
     - Number of students served
     - Dates
     - Settings
     - Amount of time that you provided service
     - Description of specific activities/techniques used and any questions, comments or challenges that you faced providing your services

     **At least one journal entry should be written every two weeks with at least two entries in second 5 weeks.** Each recorded entry should be between 1-3 pages in length and should reflect upon the services that you have provided to a student during that period. These journal entries are to be submitted in the appropriate Brightspace/D2L dropbox. This is used to demonstrate your ability to demonstrate reflective practice. These are private and should detail your accomplishments, struggles, fears, concerns and joys.

All of the items that are listed in the Practicum Contract (**SEE APPENDICES**) will need to be compiled and loaded into Brightspace/D2L dropbox folder and be submitted directly to your University Supervisor upon completion of your practicum. Assignments that have already been loaded into Brightspace/D2L may also need to be uploaded to LiveText/Watermark as part of your final submission.

**Meeting preparation:**
You are expected to be prepared for online classes, in-person meetings, discussions, and other activities. You are expected to take part in all activities including discussions, journals, and other assignments. You should be in touch with your instructor regularly via
email, phone, and through the submission of your monthly journal reflections. You cannot afford to get behind with your assignments.

Additional information regarding all assignments
All submissions will need to be in .pdf, .rtf, .doc. or .docx format. All submissions will also need to have your name on the document and have your name in the name of the file. Naming of your files needs to be as follows….last name_assignment.type or lastname_assignment_spe558.type. If your last name is Higgins and you were sending me a journal entry for September in pdf format you would name the file higgins_sept_journal.pdf or higgins_septjournal_spe558.pdf

No capital letters-no first names-do not use my name-no spaces

IV. Evaluation and Assessments (Grading):

University Supervisor Visits:

Your On-Site Supervisor will visit you in your work setting two to three times during the school year depending on how many hours of practicum in which you enroll. Our typical schedule requires at least one visit in your first 6 weeks of your placement of working/teaching, an online observation or recording of a lesson in the second 1/3 of your placement. If taken over two semesters, the final observation will again be an in person visit that will be in the last 1/3 of your placement. If you complete in one semester, your visits will be modified accordingly. You must fill out a “Student Summary Sheet” (APPENDIX 7) on the student(s) that you will be working with during each visit and complete a lesson plan on at least one student that is scheduled to be seen that day and give it to your University Supervisor (me) before each observation.

During those visits, the on-site supervisor will observe you working with a student with visual impairment. You MUST TEACH during these sessions. If possible, he/she will observe one session with either an academic student, a child with multiple impairments, or an infant. One of these students should be the subject of your case study.

Time
EACH observation will have a minimum duration of 45 minutes. Please plan to spend more time before and after the observation discussing pre- and post-observation information with your instructor/university field supervisor. Please be sure to plan for time needed for travel between sites, campuses, or classes, as these times do not count toward your observation time requirements. Also, please be sure to include time for professional planning with your instructor/university field supervisor during these observation visits. Remember- we want to be a resource for you and expect you to have questions. We will make time to visit with you about other students on your caseload, workload management, collaboration, and any other issues or concerns you have involving your position as a TSVI. We can help you learn strategies as well as see you provide instruction during our visit. Your time with your instructor/university field supervisor can be counted toward your planning/collaborative consultation/other hours required for practicum.

Support available from university supervisor:
The University Supervisor (that would be me) will be available to provide technical assistance, information, and/or resource support at any time during your practicum period. You are encouraged to contact me by phone or email ANY TIME assistance is needed (this includes after your training and practicum period is over). Please do not call between the hours of 9 pm and 8 am, unless it is an emergency (for example a last-minute cancellation of a visit).
Grading Criteria:

ONSITE – Part of your grade for this class will be based on your level of competence at the end of the practicum. Factors that will be considered in determining your competence are covered on the Practicum Reporting Form - General (APPENDIX 6) and the CEC/PRACTICUM EVALUATION SCORING RUBRIC (APPENDIX 5). These forms are attached as appendices to this document. You will receive a copy of one or both of the onsite forms at each visit. Main areas of those forms include:

A. Assessment
B. Appropriate Instructional Planning
C. Positive Classroom Environment/Climate
D. Classroom Management
E. Responsive Instructional Communication
F. Professional Roles and Responsibilities/Ethics
G. Evidence of Impact on Learning (0-22 years of age)
H. Communication
I. Evaluation and Feedback

During observations of lessons, your on-site supervisor will be looking for evidence that current level of functioning has been determined, appropriate methods and materials are used (suitable for the student’s visual status and abilities), and determination is made as to whether or not learning has taken place. We are also looking to be a resource to you – PLEASE TAKE US TO THE STUDENTS WHO YOU NEED HELP WITH in addition to the ones you feel the most comfortable. We want to help.

DOCUMENTATION – You will also be asked to complete and submit documentation for all areas described in the assignment section and listed on the practicum contract (SEE APPENDICES). You cannot finish the required 3-hour practicum without completing all items listed on the practicum contract. The items must be collected by you, submitted by you, and received by your University Supervisor prior to the end of the semester in which you complete your practicum.

Grades:

OVERALL:
Pass = Assignments completed in entirety per each credit hour register as described above; quality reflects extra time and effort; quality also reflects increase in expertise on the part of the practicum student; creativity and originality reflect exemplary involvement in the internship; outstanding teaching. You CANNOT earn the required 3 hours of practicum until you have completed all the assignments and documentation (including reflections). You will be given the opportunity to do a test review session with me or another faculty member in our program prior to taking the Praxis in Visual Impairment. This has been VERY successful in the past.

Fail = Failure in the course will result from issues including: Assignments not completed; practicum student appears incompetent, uncooperative, disinterested, unprofessional, inadequately prepared; teaching shows lack of sensitivity and intuition; practicum student requires additional supervision of an intensive nature (unsatisfactory rating; total repeat of the practicum experience required); materials and documentation not complete; inability to adequately complete qualifying exam; or failure to document adequate practicum hours.
BY HOUR REGISTERED COURSE REQUIREMENTS – To receive a grade for the assigned number of hours in which you registered you will be required to do the following. If you plan to register for two semesters of practicum the first course will be a 2-hour class and the final course will be a 1-hour class. I am including the descriptions of the 3-hour enrollment as a tool for you to determine what needs to be submitted over the two semesters of practicum. The 2-hour description describes what you completed in the Fall semester. The one-hour description is what is technically due to me this semester. Both courses from the two semesters will be combined to address the items listed in the 3-hours of enrollment.

Requirements for certification includes enrollment in 1-credit hour until all of the following are complete. Three hours of enrollment are required to complete practicum. You may take them concurrently. For each of the one-hour practicum you will be expected to:

- Attending of regular class meetings on ZOOM
- Professional goal setting and review for three visits (T-TESS)
- Take part in one onsite observation or video of a lesson to assess your teaching using SFA onsite observation forms attached in the appendix
  - Final Onsite Visit Evaluation using the CEC Evaluation Rubric during 3rd hour
  - Documentation of a lesson plan for at least one student for each visit/observation.
- Log of student contacts (60 total hours – minimum for each credit hour of practicum taken- adding any additional (A total of 350 hours MUST be documented across the whole program) ***
- Record Monthly Reflections (Journal) for each month in practicum
- Demonstrate progress towards the completion of the assignments listed earlier and below

Progress must be made toward the completion of

1. T-TESS goal setting and review (Texas students only) 2 required if completed in one semester, 3 required if practicum is two semesters, and one additional for any other semesters that are completed
2. Onsite observation documentation (2 initial semester of placement and 1 each following semester). You must have a lesson plan for at least one student per visit.
3. Functional Vision Evaluation/Learning Media Assessment/ ECC report***
   IEP or IFSP goals and objectives based on and linked to FVE/LMA/ECC report***
   Reflection on the performance and or presentation of the assessment at the IEP or IFSP meeting
4. Collect documentation of your participation in an IEP or IFSP meeting as a TVI
5. Log of student contacts (60 hours for each practicum class with180 total hours - minimum) ***
7. Case study***
8. VI Specific ECC Assessment report or scale documentation (documents used) ***
   Development of goals linked to the assessment
   Evaluation of progress or plan to address progress
   IEP or IFSP goals & objectives and lesson plan based on VI Specific ECC Assessment ***
Narrative of the process to show Impact on Student Learning - Pre-and Post-Appraisal of Student Learning in Selected and Assessed ECC Area***

9. Post Philosophy Statement***
10. Submission of all designated assignments to LiveText/Watermark

*** - these items will be loaded into LiveText/Watermark

**IMPORTANT**: Failure to complete three (3) hours of practicum with a Pass grade within one and one half public school years will result in the student having to sign up for and retake the practicum course at his or her own expense the following semester. **Our current model is to take two hours of practicum in the Fall semester and one hour in the spring semester of your first year as a TVI.** Additional years of probationary teaching status will be required for any practicum that begins a new year of teaching (probationary status must be renewed each August) resubmission of documentation and may require payment of administrative fees to the SFASU certification office.

V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Date / Class</th>
<th>Topic</th>
<th>Supporting Materials</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class 1</strong> University supervisor will make one on-site visit within first 6 weeks of school (scheduled individually) for those in their first semester of practicum</td>
<td>Orientation and Syllabus Review</td>
<td>Syllabus and Forms related to assignments</td>
<td>Online Discussion Introductions and Planning</td>
</tr>
<tr>
<td><strong>Class 2</strong></td>
<td>Professional Plans and Ethics</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class 3</strong></td>
<td>Brightspace/D2L review Overview of assessments and LiveText/Watermark FEM</td>
<td>Associated Rubrics</td>
<td>Online Discussion – Feedback and Issues</td>
</tr>
<tr>
<td><strong>Class 4</strong> University supervisor will make final on-site visit before the end of the semester (scheduled individually) for those in their second semester of practicum</td>
<td>Planning and Reflective Practice</td>
<td>CEC standards</td>
<td>Online Discussion – Challenges and Supports</td>
</tr>
<tr>
<td>Class 5</td>
<td>Cultural Awareness, Ethics, and Collaboration</td>
<td>Online Discussion</td>
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<tr>
<td>Class 6</td>
<td>ECC</td>
<td>Online Discussion</td>
<td></td>
</tr>
<tr>
<td>Class 7</td>
<td>If completing in this semester —</td>
<td>ALL materials due by this date</td>
<td></td>
</tr>
<tr>
<td>Final Grade Entry</td>
<td>IF COMPLETE Apply to TEA for cert.</td>
<td>Verified by instructor &amp; SFASU Cert Officer</td>
<td></td>
</tr>
<tr>
<td>For those who will receive a second semester of support the following is used for an outline</td>
<td>2nd SEMESTER</td>
<td>IF NOT COMPLETE</td>
<td></td>
</tr>
<tr>
<td>University supervisor will make on-site visit at least once during spring semester (scheduled individually)</td>
<td>Writing to meet standards</td>
<td>Online Discussion</td>
<td></td>
</tr>
<tr>
<td>TBD – class will continue</td>
<td>Check- up</td>
<td>Online Discussion</td>
<td></td>
</tr>
<tr>
<td>Completing Pre/Post</td>
<td>Online Discussion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Study</td>
<td>Online Discussion</td>
<td></td>
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<tr>
<td>Log</td>
<td>Online Discussion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALL materials due by this date</td>
<td>Verified by instructor &amp; SFASU Cert Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply to TEA for cert.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Each student will also work individually with the faculty (University Supervisor) to identify onsite visitation times based on individual available schedules. Initial contact will be made with you within the first 6 weeks of your job assignment, and monthly contact is required (email, phone, in class and/or on-sight). We will be meeting regularly, and a schedule will be provided that covers the full school year beyond this semester. You will need to submit an information sheet about yourself, your district, your contact information, and your student caseload as soon as possible (see Brightspace/D2L page). Remember, I will be visiting your job site at least twice in your initial semester, and at least once in the semester that follows.

In this section, regularly scheduled online discussion times are noted. Students’ attendance is required, and the instructor of record will be the one who hosts these meetings.

VI. Required Materials

**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 email to another account and do not receive an email concerning LiveText/Watermark registration, please be sure to check your junk mail folder and your spam filter for these emails.

If you have questions about obtaining or registering your LiveText/Watermark account or any technical questions, call 936-468-2395 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.

**FEM Statement:**
FEM is used for field experiences, practica, and internships in a way to document the offsite experiences.

**VII. Course Evaluations:**

You will be given an opportunity to participate in a formal evaluation at the end of the semester. **This is required, as your tuition is paid by a grant.** In the Perkins College of Education, your evaluations are submitted to electronically through mySFA and must be submitted before finals are given. **We do receive a list of students who have not submitted an evaluation.** 100% participation is needed in the evaluation process.

Evaluation data is used for a variety of 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 PCOE faculty is committed to excellence in teaching and continued improvement.

I encourage you to contact me during my office hours or otherwise in order to discuss your thoughts about this course or ways to improve it. I am dedicated to providing you all with a high-quality learning experience that is supportive as well as instructive. Do not wait until the evaluation is due… let me know immediately if you need assistance or clarification on anything, or if you have concerns, so we can work together to resolve the issue or get you what you need. You should expect a response to emails (please use hrmunro@sfasu.edu rather than D2L) and phone calls within 48 hours during the regular school week (Monday – Friday).

Although I 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 me (the instructor) until after final grades are posted.
VIII. Student Ethics and Other Policy Information:

Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at 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 required reports and in determining 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 their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

FOR THIS CLASS: Students are expected to attend all meetings. Students may receive excused absences for illness and family emergencies but must present written documentation for such absence (i.e. doctor’s note, emergency room admissions, funeral notices). It is especially important that on-site visits be kept. PLEASE communicate with your on-site supervisor as early as possible in the event any problems or potential problems arise.

Academic Accommodation 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, Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation 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.

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- 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 one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**
Penalties may include, *but are not limited to* reprimand, no credit for the assignment or exam, re-submission 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 Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**
At the discretion of the instructor of record and with the approval of the academic unit head, 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 an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, 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**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. 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.

*The below is specific to new teachers in TEXAS. It is a required part of this syllabus.*

**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 and other professional settings, you will be required to:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a non-refundable fee. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification.

You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or
- You are planning to take a certification exam for initial educator certification, and
- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation.

Additional information can be found at https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

2. Provide one of the following primary ID documents: passport, driver’s 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.
3. 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.

For further information concerning this matter, contact the Office of Assessment and Accountability at 936-468-1282 or edprep@sfasu.edu.

IX. Other Relevant Course Information:

Caveat: The above schedule and procedures in this course are subject to change due to circumstances.

As stated under Course Evaluations, you should expect a response to emails (using hrmunro@sfasu.edu) and phone calls within 48 hours during the regular school week (Monday – Friday).

SEE APPENDICES BELOW:
Practicum Contract

ACTIVITIES TO BE COMPLETED: Please mark year and semester completed in the blank before each assignment and upload to the D2L page for the course.

_________ T-TESS goal setting and review (Texas students only) 2 required if completed in one semester, 3 required if practicum is two semesters, and one additional for any other semesters that are completed)

_________ Onsite observation documentation (2 initial semester of placement and 1 each following semester). You must have a lesson plan for at least one student per visit.

_________ Functional Vision Evaluation/Learning Media Assessment/ ECC report***

_________ IEP or IFSP goals and objectives based on and linked to FVE/LMA/ECC report***

_________ Collect documentation of your participation in an IEP or IFSP meeting as a TVI

_________ Log of student contacts (180 total hours - minimum) ***

_________ Record of Monthly Reflections (Journal – monthly reflections for entirety of practicum)

_________ Case study***

_________ VI-Specific ECC Assessment report or scale documentation (documents used) ***

_________ IEP or IFSP goals & objectives and lesson plan based on VI Specific ECC Assessment *

_________ Impact on Student Learning - Pre-and Post-Appraisal of Student Learning in Selected and Assessed ECC Area***

_________ Post Philosophy Statement***

_________ Submission of all designated assignments to LiveText/Watermark

*** - these items will be loaded into LiveText/Watermark

I agree that these assignments will be completed by specified dates unless I receive approval for later submission by the University Supervisor.

Practicum Student ________________________________ Date ________________________________

University Supervisor ________________________________ Date ________________________________
T-TESS Goal Setting and Professionals Development

PROFESSIONAL PRACTICES AND RESPONSIBILITIES
TEACHER GOAL SETTING AND PROFESSIONAL DEVELOPMENT TEMPLATE

<table>
<thead>
<tr>
<th>Teacher Candidate</th>
<th>Teaching Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Initial Submission Date</td>
</tr>
<tr>
<td>Appraiser</td>
<td>Appraisal Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initial Conference Date</th>
<th>Appraiser Initials</th>
<th>Candidate Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formative Review Date</td>
<td>Appraiser Initials</td>
<td>Candidate Initials</td>
</tr>
<tr>
<td>Formative Review Date</td>
<td>Appraiser Initials</td>
<td>Candidate Initials</td>
</tr>
</tbody>
</table>

The Professional Practices and Responsibilities Domain is rated after the end-of-the-year conference when the appraiser and teacher meet to finalize the annual appraisal process.

Dimensions:
1. Professional Demeanor and Ethics
2. Goal Setting
3. Professional Development
4. School Community Involvement

Part I: Data Analysis and Goal Setting
Note: This section must be provided to the appraiser within three (3) weeks of the first day of school.

1. Identify the data and processes used to assess students’ academic and developmental needs.
   - Texas Academic Performance Report (TAPR)
   - State student assessment data
   - Curriculum-correlated assessment data
   - Diagnostic assessment data and/or observations
   - Teacher-designed assessments
   - Other standardized assessment results
   - Cumulative student performance/classroom data
   - Other:

2. Identify the data and processes used to assess your professional growth areas.
Professional Goals:

<table>
<thead>
<tr>
<th>Goal 1:</th>
<th>Dimension(s):</th>
<th>Actions</th>
<th>Targeted Completion Date</th>
<th>Evidence of Goal Attainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 2:</td>
<td>Dimension(s):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part II: Goal Reflection** *(See Goals in Part I). This section is completed prior to the end-of-year conference. (mid-term)*
Goal 1 –

a. Identify the evidence of goal attainment/progress, including the impact on student achievement.

b. Identify the professional development participation connections for this goal.

c. Describe how you used this goal and the professional development above to impact instruction and student achievement.

d. What, if anything, would you have done differently? How will you extend this goal/learning?

Goal 2 –

a. Identify the evidence of goal attainment/progress, including the impact on student achievement.

b. Identify the professional development participation connections for this goal.

c. Describe how you used this goal and the professional development above to impact instruction and student achievement.

d. What, if anything, would you have done differently? How will you extend this goal/learning?

Goal Setting and Professional Development Cycle of Continuous Improvement:

Be prepared to discuss target areas for continued professional growth and new goals for next year, along with your professional development plan to support these new goals. In order to organize your thoughts, you may use the area below.

<table>
<thead>
<tr>
<th>Goal (What do you want to achieve?)</th>
<th>Actions (How will you accomplish the goal?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension (What is/are the correlating dimensions?)</td>
<td></td>
</tr>
<tr>
<td>Goal 1:</td>
<td></td>
</tr>
<tr>
<td>Dimension(s):</td>
<td></td>
</tr>
<tr>
<td>Goal 2:</td>
<td></td>
</tr>
<tr>
<td>Dimension(s):</td>
<td></td>
</tr>
<tr>
<td>Goal 3:</td>
<td></td>
</tr>
</tbody>
</table>
1. **FVE/LMA**  

**Lesson Plans and Routine Development**

<table>
<thead>
<tr>
<th>CEC Standard</th>
<th>Unacceptable (Score 1)</th>
<th>Marginal (Score 2)</th>
<th>Proficient (Score 3)</th>
<th>Exemplary (Score 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td>FVE/LMA report includes little to no information about the background</td>
<td>FVE/LMA report includes some information about the background and</td>
<td>FVE/LMA report includes significant information about the</td>
<td>FVE/LMA report includes extensively detailed information</td>
</tr>
<tr>
<td>Legal Rights and Responsibilities</td>
<td>FVE/LMA report fails to meet the legal requirements in one or more area. The rights of the individual are not supported or the report is unprofessional</td>
<td>FVE/LMA report meets the minimum legal requirements. The rights of the individual are indirectly addressed</td>
<td>FVE/LMA report is well written, meets all legal requirements, and addresses the rights of the individual with the visual impairment</td>
<td>FVE/LMA report is professionally written, meets all legal requirements, and clearly addresses the rights of the individual with the visual impairment</td>
</tr>
<tr>
<td>Impact on development and learning</td>
<td>Candidate fails to explore the impact of the visual impairment and/or additional disabilities on the learning and development of the student</td>
<td>Candidate minimally explores the impact of the visual impairment and/or additional disabilities on the learning and development of the student.</td>
<td>Candidate explores the impact of the visual impairment and/or additional disabilities on the learning and development of the student.</td>
<td>Candidate extensively explores the impact of the visual impairment and/or additional disabilities on the learning and development of the student.</td>
</tr>
<tr>
<td>Recommendations</td>
<td>The candidate fails to make recommendations or fails to link recommendations to the findings of the FVE</td>
<td>The candidate makes a minimal number of recommendations that can be linked to the findings of the FVE</td>
<td>The candidate makes several recommendations that can be clearly linked to the findings of the FVE</td>
<td>The candidate makes a variety of quality recommendations that are directly linked to the findings of the FVE</td>
</tr>
<tr>
<td>Collaboration</td>
<td>The FVE/LMA report provides little or no evidence of collaboration. Input from other stakeholders is ignored or not accessed.</td>
<td>The FVE/LMA report indicates some collaborative effort, some input from other stakeholders is used in making decisions and recommendations</td>
<td>The FVE/LMA report indicates collaborative effort that has led to stakeholder’s input to be used in making decisions and recommendations</td>
<td>The FVE/LMA report models extensive collaborative effort that has led to stakeholder’s involvement in all decisions and recommendations</td>
</tr>
<tr>
<td>Usefulness CEC 8, 10</td>
<td>The FVE/LMA report fails to provide results in a manner that is useful to parents or educators. The report is poorly written and difficult to share with others.</td>
<td>The FVE/LMA report provide results in a manner that could be useful to parents or educators. The report is adequately written but contains jargon.</td>
<td>The FVE/LMA report is easy to use for parents or educators. The report is well written and explains terms in an understandable way.</td>
<td>The FVE/LMA report is tailored and/or adapted to meet communication needs of parents or educators. The report is very well written and easy to share.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Reflection CEC 9</td>
<td>Candidate fails to include a self-evaluation or includes one that is not reflective and/or poorly written.</td>
<td>Candidate includes a self-evaluation piece that is only marginally reflective or is poorly written.</td>
<td>Candidate includes a reflective self-evaluation that is communicated with minimal errors.</td>
<td>Candidate includes a thorough self-evaluation piece that is communicated without errors.</td>
</tr>
<tr>
<td>Evaluation and Placement CEC 1,7</td>
<td>Educational implications related to eligibility, programming and placement are not addressed.</td>
<td>Educational implications related to eligibility, programming and placement are adequately addressed.</td>
<td>Educational implications related to eligibility, programming and placement are clearly addressed.</td>
<td>A variety of educational implications related to eligibility, programming and placement are addressed.</td>
</tr>
</tbody>
</table>
2. Impact on Student Learning
Pre and Post Appraisal of Student Learning in Selected Assessed Areas of the Expanded Core Curriculum (ECC) Project Rubric - CEC Standards 7, 8, 9, 10

<table>
<thead>
<tr>
<th>Standards</th>
<th>Target (Exemplary) (3 points)</th>
<th>Acceptable (Proficient) (2 point)</th>
<th>Unacceptable (Developing) (1 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7: Instructional Planning</td>
<td>Candidate identifies and selects primary ECC areas to address, plans for instruction, and develops detailed learning objectives to meet students specific needs</td>
<td>Candidate selects appropriate ECC areas to address and develops adequate learning objectives to meet students specific needs</td>
<td>Candidate fails to select appropriate ECC areas to address and/or fails to develop adequate learning objectives to meet students specific needs</td>
</tr>
<tr>
<td>Use of functional assessments.</td>
<td>Candidate uses a variety of functional assessments to develop intervention plans.</td>
<td>Candidate uses functional assessment to develop intervention plans.</td>
<td>Candidate does not use functional assessment to develop intervention plans.</td>
</tr>
<tr>
<td>Prepares lesson plans.</td>
<td>Candidate prepares comprehensive lesson plans based on ECC assessment data.</td>
<td>Candidate prepares adequate lesson plans based on ECC assessment data.</td>
<td>Candidate does not adequately prepare lesson plans based on assessment of ECC areas.</td>
</tr>
<tr>
<td>Modifies instructional practices in response to ongoing assessment data.</td>
<td>Candidate evaluates and modifies instructional practices in response to a variety of ongoing assessment data.</td>
<td>Candidate evaluates and modifies instructional practices in response to ongoing assessment data primarily from observation.</td>
<td>Candidate does not evaluate and/or modify instructional practices or does not use ongoing assessment data.</td>
</tr>
<tr>
<td>8: Assessment</td>
<td>The candidate appropriately selects and uses ECC evaluation tools to identify specific areas of need for individual students.</td>
<td>The candidate selects and uses ECC evaluation tools to identify general areas of need for individual students.</td>
<td>The candidate fails to appropriately select and/or use ECC evaluation tools to identify specific areas of need for individual students.</td>
</tr>
<tr>
<td>Use specialized ECC assessment tools to determine need areas in pre assessment.</td>
<td>Candidate effectively uses functional evaluations of ECC skills to develop and plans/interventions to enhance the unique</td>
<td>Candidate uses functional evaluations of ECC skills to develop basic plans/interventions to enhance the unique</td>
<td>Candidate does not use functional evaluations of ECC skills to develop and plans/interventions to enhance the unique</td>
</tr>
<tr>
<td>abilities and address the needs of individual students with visual impairments</td>
<td>address the needs and abilities of individual students with visual impairments</td>
<td>abilities and address the needs of individual students with visual impairments</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Post-assess to evaluate progress. ICC8S8</strong></td>
<td>Candidate uses a range of assessment tools and techniques to accurately detail and post-assess the impact of ECC instruction of student(s) to determine impact</td>
<td>Candidate uses an assessment tools or techniques to post-assess the impact of ECC instruction of student(s) to determine impact</td>
<td></td>
</tr>
<tr>
<td><strong>Report assessment results. ICC8S7</strong></td>
<td>Candidate reports results to all stakeholders highlighting the importance of the ECC and using effective communication skills.</td>
<td>Candidate reports results to stakeholders using effective communication skills.</td>
<td></td>
</tr>
<tr>
<td><strong>9: Professional Ethical Practice</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reflect upon one’s practice. ICC9S9, ICC9S11</strong></td>
<td>Candidate reflects on his/her practice to improve instruction in the addressed areas of the ECC and can articulate the changes that will be made in the future.</td>
<td>Candidate does not adequately reflect on his/her practice to improve instruction in the ECC.</td>
<td></td>
</tr>
<tr>
<td><strong>Demonstrate commitment to engage in evidence-based practice. ICC9S13</strong></td>
<td>Candidate reflects on his/her commitment to ECC instruction and offers evidence of the need to provide instruction in ECC areas.</td>
<td>Candidate does not reflect on his/her ECC instruction and offers limited evidence of the need to provide instruction in ECC areas.</td>
<td></td>
</tr>
<tr>
<td><strong>10: Collaboration</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communicates learning needs to parents. ICC10S10</strong></td>
<td>Candidate effectively communicates ECC areas, individual ECC learning needs of the student, and details interventions and outcomes of instruction to family members</td>
<td>Candidate fails to communicate individual ECC learning needs of the student, and/or fails detail plans of instruction to family members</td>
<td></td>
</tr>
<tr>
<td><strong>Communicates learning needs to educators. ICC10S9</strong></td>
<td>Candidate effectively communicates ECC areas, individual ECC learning needs of the student, and details interventions and</td>
<td>Candidate fails to communicate individual ECC learning needs of the student, and/or fails detail plans of</td>
<td></td>
</tr>
<tr>
<td>Supervise and structure activities of others who work with individuals with visual impairments. B&amp;VI0S1</td>
<td>Candidate evaluates the ability to share ECC instructional activities with others and develops a detailed plan to monitor and/or train others to facilitate role release of ECC skill training</td>
<td>Candidate develops a plan to monitor and/or train others to facilitate role release of ECC skill training</td>
<td>The candidate fails to develop an adequate plan to facilitate role release of ECC skill training</td>
</tr>
</tbody>
</table>

Minimum score of acceptable in each element required

### 3. Case Study Rubric

**CEC Standards 1, 2, 3, 7, 9, 10**

<table>
<thead>
<tr>
<th>Standards</th>
<th>Target (Exemplary) (3 points)</th>
<th>Acceptable (Proficient) (2 point)</th>
<th>Unacceptable (Developing) (1 point)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigation of Family and Culture</td>
<td>Information gathering techniques are varied. Candidate investigates effectively</td>
<td>Information gathering techniques meet minimum requirements.</td>
<td>Too few information gathering techniques are used, and the data collected lacks</td>
</tr>
<tr>
<td>Cultural Awareness and the Impact on learning</td>
<td>Narrative clearly and accurately describes the components of the culture(s) of the student and the family; strong evidence of understanding of the impact of the prevalent culture on learning is present; objective analysis of data presented and strong relevant examples provided from case study data.</td>
<td>Narrative accurately describes the components of the culture(s) of the student and the family; general understanding of the impact of the prevalent culture on learning is present; objective analysis of some of the data presented; examples cited from case study data.</td>
<td>Narrative has errors of analysis related to components of the culture(s) of the student and the family; little to no understanding of the impact of the prevalent culture on learning is present; narrative not backed up by evidence from case study data.</td>
</tr>
</tbody>
</table>

| Culture and Impairment | Student’s background and history are referenced with strong insights into cultural and experiential differences; the cultural perception of visual impairment and disability is clearly addressed; clear evidence of research into cultural differences that influence development; educational opportunities associated with culture and impairment are examined and understood. | Student’s background and history are referenced with some insights into cultural or experiential differences. The cultural perception of visual impairment and disability is considered; Some research of cultural differences on development; educational opportunities associated with culture and impairment are examined. | Little evidence of understanding student’s cultural and experiential background; lack of insight into influence of culture on development; Combined impact of visual impairment and culture are not addressed; poor recognition of impact of culture and visual impairment on learning and on student success in classroom. |

<p>| Impact of Culture and Impairment on | Candidate displays a strong understanding of impact of both | Candidate displays a good understanding of impact of culture | Candidate fails to display understanding of |</p>
<table>
<thead>
<tr>
<th>Leaning Characteristics</th>
<th>culture and visual impairment on the leaning characteristics and differences in students</th>
<th>and visual impairment on the leaning characteristics and differences in students</th>
<th>impact of culture and visual impairment on the leaning characteristics and differences in students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Importance of Cultural Awareness</td>
<td>Candidate reports results to all stakeholders highlighting the importance of cultural awareness and diversity and uses effective communication skills to mediate any challenges.</td>
<td>Candidate reports results some stakeholders. The importance of cultural awareness and diversity is addressed. Results are communicated in a professional manner.</td>
<td>Candidate does not effectively report results to stakeholders using effective communication skills.</td>
</tr>
<tr>
<td>Reflection</td>
<td>Candidate reflects on his/her practice and cultural awareness to improve instruction to students from diverse backgrounds and clearly articulates planned changes that will be made in the future.</td>
<td>Candidate reflects on his/hers practice and cultural awareness to related to students from diverse backgrounds; Candidate identifies opportunities to improve service and awareness</td>
<td>Candidate does not adequately reflect on his/her cultural awareness.</td>
</tr>
<tr>
<td>Communication</td>
<td>Candidate effectively communicates awareness and respect for cultural differences that may impact learning; learning needs of the student, related to culture are used to detail interventions and to plan instruction</td>
<td>Candidate communicates awareness of cultural differences; learning needs of the student, related to culture are part of interventions and instructional plans</td>
<td>Candidate fails to communicate awareness of cultural differences; learning needs of the student, related to culture are not part of interventions and instructional plans</td>
</tr>
<tr>
<td>Collaboration and Planning</td>
<td>Candidate effectively communicates and collaborates with families from diverse backgrounds to develop and environment of trust and cooperation in educational planning</td>
<td>Candidate communicates individual ECC learning need and plans of the student to education personnel</td>
<td>Candidate fails to communicate individual ECC learning needs of the student, and/or fails to detail plans of instruction to education personnel</td>
</tr>
</tbody>
</table>

Minimum score of acceptable in each element required
### 4. Post Philosophy Rubric

*Educational Post-Philosophy Evaluation Rubric*

<table>
<thead>
<tr>
<th>Category</th>
<th>Exceeds standard</th>
<th>Meets Standard</th>
<th>Below Standard</th>
<th>Inadequate Not Attempted</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understands the Role of the Teacher of the Visually Impaired (TVI)</td>
<td>Student strongly demonstrates dispositions which reflect an understanding of the daily duties and ethical responsibilities of the TVI. Content reflects strong affinity to the Unit’s values of academic excellence, life-long.</td>
<td>Student demonstrates commitment to serve others. Content reflects some affinity to the unit’s values of academic excellence, life-long learning, collaboration, openness, integrity, and service. Student reflects some understanding of the roles and responsibilities of the profession.</td>
<td>Student shows insufficient commitment to or understanding of the profession. The values of the Unit are minimally addressed or absent in the paper.</td>
<td>Information was not presented.</td>
<td></td>
</tr>
<tr>
<td>Quality of Content</td>
<td>Student strongly demonstrates dispositions which reflect commitment to children, families and schools</td>
<td>Student’s response demonstrates some enthusiasm regarding pursuing a TVI certification. He or she may be overly motivated about “not being tied down to a classroom.”</td>
<td>Student’s response demonstrates little or no reflective analysis or commitment to the profession.</td>
<td>Student demonstrate d no evidence of attempting to reflect or write.</td>
<td></td>
</tr>
<tr>
<td>Written Communication Skills</td>
<td>Student demonstrates excellent communication skills. Their work is highly organized and logical with well-constructed sentences and paragraphs. Presentation, formatting, and design show professionalism.</td>
<td>Student demonstrates good communication skills. The work shows organization and logic. Sentences and paragraphs are functional. Presentation, formatting, and design are casual or informal in nature.</td>
<td>Student demonstrates poor communication skills. Information is poorly written, disorganized and/or too brief. There are critical mistakes in presentation, formatting, and/or design.</td>
<td>Student did not attempt to format correctly. Composition is unprofessional, inappropriate, or reflects the inability to effectively communicate in a written format.</td>
<td></td>
</tr>
<tr>
<td>Grammatical and Spelling Errors</td>
<td>Student had no grammatical and spelling errors.</td>
<td>Student had no more than three grammatical and spelling errors.</td>
<td>Student had no more than five grammatical and spelling errors</td>
<td>Student had more than 5 grammatical and spelling errors.</td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. CEC/PRACTICUM EVALUATION SCORING RUBRIC

<table>
<thead>
<tr>
<th>NCATE/CEC Program Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs for the Preparation of Special Education Teachers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard 4: Instructional Strategies</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possess a repertoire of evidence-based instructional strategies to individualize instruction for individuals with a visual impairment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select, adapt, and use these instructional strategies to promote challenging learning results in general and special curricula (including the</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
expanded core curriculum) and to appropriately modify learning environments for individuals with a visual impairment.

Enhance the learning of critical thinking, problem solving, and performance skills of individuals with a visual impairment, and increase their self-awareness, self-management, self-control, self-reliance, and self-esteem.

Emphasize the development, maintenance, and generalization of knowledge and skills across environments, settings, and the lifespan.

<table>
<thead>
<tr>
<th>Standard 5: Learning Environments and Social Interactions</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actively create learning environments for individuals with a visual impairment that foster cultural understanding, safety and emotional well-being, positive social interactions, and active engagement of individual with a visual impairment</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Foster environments in which diversity is valued and individuals are taught to live harmoniously and productively in a culturally diverse world</td>
<td></td>
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</tr>
<tr>
<td>Shape environments to encourage the independence, self-motivation, self-direction, personal empowerment, and self-advocacy of individuals with a visual impairment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help their general education colleagues integrate individuals with a visual impairment in regular environments and engage them in meaningful learning activates and interactions.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Use direct motivational and instructional interventions with expectations.</td>
<td></td>
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</tr>
<tr>
<td>Use direct motivational and instructional interventions with individuals with a visual impairment to teach them to respond effectively to current expectations.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Can safely intervene with individuals with a visual impairment in crisis when necessary.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard 6: Language</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand typical and atypical language development and the ways in which exceptional conditions can interact with an individual's experience with and use of language.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Use individualized strategies to enhance language development and teach communication skills to individuals with a visual impairment including the use technology and visual/tactual adaptations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are familiar with augmentative, alternative, and assistive technologies to support and enhance communication of individuals with exceptional needs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match their communication methods to an individual's language proficiency and cultural and linguistic differences.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide effective language models, and use communication strategies and resources to facilitate understanding of subject matter for individuals with a visual impairment whose primary media may be different and whose primary language is not English.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard 7: Instructional Planning</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE** Individualized decision-making and instruction is at the center of special education practice.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Develop long-range individualized instructional plans anchored in both general and special curricula.</td>
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</tr>
</tbody>
</table>
Systematically translate these individualized plans into carefully selected shorter-range goals and objectives taking into consideration an individual’s abilities and needs, the learning environment, and a myriad of cultural and linguistic factors.

Plans emphasize explicit modeling and efficient guided practice to assure acquisition and fluency through maintenance and generalization.

Has an understanding of these factors as well as the implications of an individual's exceptional condition, guides the selection, adaptation, and creation of materials, and the use of powerful instructional variables.

Plans are modified based on ongoing analysis of the individual's learning progress.

Facilitate this instructional exceptionalities, families, professional colleagues, and personnel from other agencies as appropriate.

Develop a variety of individualize transition plans, such as transitions from preschool to elementary school and from secondary settings to a variety of postsecondary work and learning contexts.

Comfortable using appropriate technologies to support instructional planning and the individualize instructions.

<table>
<thead>
<tr>
<th>Standard 8: Assessment</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the results of assessments to help identify exceptional learning needs and to develop and implement individualize instructional programs, as well as to adjust instruction in response to ongoing learning progress.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understand the legal policies and ethical principles of measurement and assessment related to referral, eligibility, program planning, instruction, and placement for individuals with a visual impairment, including those from culturally and linguistically diverse backgrounds.</td>
<td></td>
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</tr>
<tr>
<td>Understand measurement theory and practices for addressing issues of validity, reliability, norms, bias, and interpretation of assessments results.</td>
<td></td>
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</tr>
<tr>
<td>Understand the appropriate use and limitations of various types of assessments.</td>
<td></td>
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</tr>
<tr>
<td>Collaborate with families and other colleagues to assure nonbiased, meaningful assessments and decision-making.</td>
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</tr>
<tr>
<td>Conduct formal and informal assessments of behavior, learning, achievement, and environments to design learning experiences that support the growth and development of individuals with a visual impairment.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Use assessment information to identify supports and adaptations required for individuals with a visual impairment to access the general curriculum and to participate in school, system, and statewide assessment programs.</td>
<td></td>
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<tr>
<td>Regularly monitor the progress of individuals with a visual impairment in general and special curricula.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Use appropriate technologies to support their assessments.</td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard 9: Professional and Ethical Practice</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are guided by the professions ethical and professional practice standards.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice in multiple roles and complex situations across wide age and developmental ranges.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice requires ongoing attention to legal matters along with serious professional and ethical considerations.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Engage in professional activates and participate in learning communities that benefit individuals with a visual impairment, their families, colleagues, and their own professional growth.</td>
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<td>---</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>View themselves as lifelong learners and regularly reflect on and adjust their practice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understand that culture and language can interact with exceptionalities, and are sensitive to the many aspects of diversity of individuals with a visual impairment and their families.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actively plan and engage in activities that foster their professional growth and keep them current with evidence-based best practices.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Know their own limits of practice and practice within them.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Standard 10: Collaboration**

| Routinely and effectively collaborate with families, other educators, related service providers, and personnel from community agencies in culturally responsive ways. **NOTE** This collaboration assures that the needs of individuals with a visual impairment are addressed throughout schooling. | 3 | 2 | 1 | N/A |
|---|---|---|---|
| Embrace their special role as advocate for individuals with a visual impairment. |  |
| Promote and advocate the learning and well-being of individuals with a visual impairment across a wide range of settings and a range of different learning experiences. |  |
| Are viewed as specialists by a myriad of people who actively seek their collaboration to effectively include and teach individuals with a visual impairment. |  |
| Use collaboration to facilitate the successful transitions of individuals with a visual impairment across settings and services. |  |
6. Practicum Reporting Form (General)

<table>
<thead>
<tr>
<th>STEPHEN F. AUSTIN STATE UNIVERSITY</th>
<th>College of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MIDPOINT</strong></td>
<td><strong>FINAL EVALUATION</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Teacher:</th>
<th>SID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Mentor:</td>
<td></td>
</tr>
<tr>
<td>Field Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

**EVALUATION CRITERIA:**
- 3 = Exceeds Expectations (Occur Almost All of the Time)
- 2 = Proficient (Occur Some of the Time)
- 1 = Basic (Occur Some of the Time)
- 0 = Unsatisfactorily (Occur less than 1/2 of the Time)

**Domain I: Student Participation in the Learning Process**

<table>
<thead>
<tr>
<th>SFA Category:</th>
<th>Responsive Instructional Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARDS:</td>
<td>1. Are actively engaged and successful in learning.</td>
</tr>
<tr>
<td></td>
<td>2. Demonstrate critical thinking and problem-solving.</td>
</tr>
<tr>
<td></td>
<td>3. Connect learning and life experiences.</td>
</tr>
<tr>
<td>THE CANDIDATE:</td>
<td>1. Sets appropriate lesson pace.</td>
</tr>
<tr>
<td></td>
<td>2. Encourages self-motivation.</td>
</tr>
<tr>
<td></td>
<td>3. Engages all students.</td>
</tr>
<tr>
<td></td>
<td>4. Provides feedback that promotes high expectations.</td>
</tr>
</tbody>
</table>

**Domain II: Learner-Centered Instruction**

<table>
<thead>
<tr>
<th>SFA Category:</th>
<th>Appropriate Instructional Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARDS:</td>
<td>1. Activities are developmentally appropriate.</td>
</tr>
<tr>
<td></td>
<td>2. Lessons are creative and well-structured.</td>
</tr>
<tr>
<td></td>
<td>3. Knowledge of subject matter is evident.</td>
</tr>
<tr>
<td></td>
<td>4. Lessons are planned for differences in learning abilities.</td>
</tr>
<tr>
<td></td>
<td>5. Instruction strategies are aligned with lesson objectives.</td>
</tr>
<tr>
<td></td>
<td>7. Materials are organized &amp; accessible.</td>
</tr>
</tbody>
</table>

**Domain III: Evaluation & Feedback on Student Progress**

<table>
<thead>
<tr>
<th>SFA Category:</th>
<th>A: Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARDS:</td>
<td>1. Pre-assessment is used to guide lesson planning.</td>
</tr>
<tr>
<td></td>
<td>2. Students are encouraged to self-assess.</td>
</tr>
<tr>
<td></td>
<td>3. Post-assessment is used to plan future learning.</td>
</tr>
<tr>
<td></td>
<td>4. Assessments are varied.</td>
</tr>
</tbody>
</table>

**Domain IV: Management of Student Discipline, Instructional Strategies, Time & Materials**

<table>
<thead>
<tr>
<th>SFA Category:</th>
<th>Positive Classroom Environment/Climate</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARDS:</td>
<td>1. Demonstrates respect for diversity &amp; individual differences.</td>
</tr>
<tr>
<td></td>
<td>3. Encourages &amp; facilitates productive interactions between students.</td>
</tr>
<tr>
<td></td>
<td>4. Uses time effectively.</td>
</tr>
<tr>
<td></td>
<td>5. Uses effective form of discipline-management.</td>
</tr>
<tr>
<td></td>
<td>6. Incorporates technology into instruction &amp; activities.</td>
</tr>
</tbody>
</table>

**Domain V: Professional Competencies**

<table>
<thead>
<tr>
<th>SFA Category:</th>
<th>Professional Behavior/Advocacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARDS:</td>
<td>1. Is dependable, on-time, &amp; prepared.</td>
</tr>
<tr>
<td></td>
<td>2. Uses appropriate communication.</td>
</tr>
<tr>
<td></td>
<td>3. Maintains professional dress &amp; behavior.</td>
</tr>
<tr>
<td></td>
<td>4. Interacts &amp; collaborates appropriately with staff.</td>
</tr>
<tr>
<td></td>
<td>5. Works productively with supervisors.</td>
</tr>
<tr>
<td></td>
<td>6. Uses knowledge of legal &amp; ethical guidelines for behavior.</td>
</tr>
<tr>
<td></td>
<td>7. Complies with district &amp; university policies.</td>
</tr>
<tr>
<td></td>
<td>8. Displays a desire to become a competent professional.</td>
</tr>
<tr>
<td></td>
<td>9. Attends school related activities.</td>
</tr>
</tbody>
</table>

**Comments:**

7/18P SFA Printing Services (7-11)
7. **Student Summary (needed for students seen during on-sight visits)**

Student Name: _________________________ Age: __________ Grade: ________________

Visual Acuity: _________________________ Visual Fields: _________________________

Visual Diagnosis:
________________________________________________________________

Additional impairments:
________________________________________________________________

Primary Educational Setting: __________________________________________

Amount of current VI service: 
_________________________________________________________________

Amount of current O&M service: _________________________________________

Vision Related IEP Objectives:
_________________________________________________________________

Questions, comments, and observations:
_________________________________________________________________

_________________________________________________________________
8. Practicum Log
<table>
<thead>
<tr>
<th>Course #</th>
<th>Section #</th>
<th>Semester</th>
<th>Year</th>
<th>Date of Activity (MM/DD/YY)</th>
<th>Description of Activity</th>
<th># of hours (8 hrs max per)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S16</td>
<td></td>
<td>Summer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S17</td>
<td></td>
<td>Summer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S18</td>
<td></td>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S52</td>
<td></td>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
<td>Course requires 40 hours</td>
</tr>
<tr>
<td>S10</td>
<td></td>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
<td>Course requires 15 hours</td>
</tr>
<tr>
<td>S51</td>
<td></td>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
<td>Course requires 15 hours</td>
</tr>
<tr>
<td>S38</td>
<td></td>
<td>Fall/Spring</td>
<td></td>
<td></td>
<td></td>
<td>Course requires 15 hours</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Source</th>
<th>To</th>
<th>From</th>
<th>Date</th>
<th>Activity Description</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>S14</td>
<td>567</td>
<td>Fall</td>
<td>2018</td>
<td>Example</td>
<td>3.00</td>
</tr>
</tbody>
</table>

This is an example of how you would briefly describe the activity, student, location, etc.