SPED 280 – Fieldwork in Special Education (1 credit)
Spring 2011
Arranged Class

Vision Statement: Our graduates will be empowered educational professionals deeply committed to continuous learning and the empowerment of all learners.

The mission of Western Illinois University's Teacher Education Program empowers candidates to become educational practitioners who engage in informed action that is grounded in knowledge and reflection; who are deeply committed to the highest standards of professional practice; who are able to adapt to emerging social, economic, and cultural landscapes; who are skilled in the use of technological tools that promote teaching and learning; and who are committed to empowering all learners.

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Catalog Description

Course Description and Rationale
Special Education 280 is designed to give the beginning special education student an opportunity to work with children and adults with disabilities. Duties performed consist of hands-on observations in a continuum of placements. This is not just an observation course but a chance for you to begin working and interacting with children and adults with disabilities. The observations are completed on a voluntary basis and not as a paid position. Grades are an S (Satisfactory) or a U (Unsatisfactory).

Western Online
Western Online is the companion component to this course. You are required to login to Western Online at least twice a week. It will allow you to complete your course assignments, access resources for this course, and communicate with the instructor and other members of the class.

Course Policies
1. This observation experience will take place in prearranged settings from pre-school through adulthood.

2. Confidentiality is of the utmost importance. Anything you see and hear at each observation site must remain at the site – Do not share it with others. You may mention any incident in your reflections, but do not use names.

3. In accordance with University policy and the American withy Disabilities Act (ADA), academic accommodations may be made. For the instructor to provide the proper accommodation(s), you must obtain documentation of the need for an accommodation through Disability Support Services (DSS) and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor’s attention, and he/she is not legal permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuation (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Please contact DSS at 298-2512, or I would be glad to help you make that contact. All student disability information remains confidential.

4. WIU has a very clear policy on cheating and plagiarism. Please review the policy in the catalog or at http://www.wiu.edu/VPAS/handbook/policies/acdishst.shtml. It will be enforced in this class.
Student Rights and Responsibilities
Please recognize that a listing of student rights and responsibilities related to academic policies and procedures can be found on the Provost page or at http://wiu.edu/provost/student/

Course Objectives
The student will be able to demonstrate knowledge of:
1. The importance of the teacher serving as a model for individuals with exceptional learning needs. (CC8-K12/CC9K2)
2. The effects of teacher attitudes and behaviors to all students. (CC5D)
3. The approaches to adapting environments to meet specific learning and developmental needs of individuals. (CC5H)
4. Ethical practices for confidential communication to others about individuals with disabilities. (CC7C/CC10S1)

The student will be able to demonstrate his/her ability to:
1. Attend sites when scheduled; arrive promptly; notify teacher prior to absence; and, late arrival of 10 minutes or more will result in being asked to leave.
2. Conduct instructional or other professional activities consistent with the requirements of law, rules and regulations, and local district policies and procedures. (CC1S2)
3. Communicate using proficient written, verbal, and non-verbal communication techniques. (CC8-S5; CC4-S16)
4. Establish and maintain rapport with individuals with and without exceptional learning needs. (CC5S7)
5. Practice within own scope of practice and seek assistance as needed. (LBS8B)

Class Requirements - (To receive an S grade for the semester, the following requirements must be completed and turned in as per the following schedule):

Background Check
1. A fingerprint check is required to participate at each of your observation sites. Fingerprint checks will be conducted on campus in the HH 91 hallway and in the Regional Office of Education. Payment may be made by cash, credit card, or money order (NO personal checks). This must be completed during the first three weeks of the semester. Please bring your driver’s license for identification and your correct social security number.
2. Three (3) days following your fingerprint check, you can email your school advisor to get a copy for your purposes. A photo ID will be required. If you do not pass the background check you will not be allowed to attend the observation sites.
3. After you have completed and passed the background check your name will be sent to the observation sites and approved for visitation.

Attendance Policy for Classes
1. There are 4 scheduled class meetings.
   1st class – Introduction Class
   2nd class – Mosaic Orientation Class
   3rd class – Head Start Orientation Class
   4th class – Discussion/Wrap up
2. Each class is mandatory. Students must attend each class when scheduled.

If you miss a mandatory class….
You must notify the Instructor and the Graduate Assistant prior to class via email/phone.
In order for the absence to be approved you need to bring in some form of proof of absence.
    ▪ (E.g. Doctor’s note, accident report, obituary…)
If the absence is approved and you notified the Instructor and Graduate Assistant prior to class, you will have an opportunity to make-up the missed class by contacting the instructor/graduate assistant and arranging a time to meet with them.
If the absence is not approved or you did not notify anyone of your absence you will get one opportunity to arrange a time to meet with the instructor/graduate assistant and make-up the missed class and 10 points will be subtracted from your final grade. Failure to meet with your instructor/graduate assistant for a class make-up will result in failure of the course and your observations will be cancelled.
Missing 2 or more classes will result in a failure of the course and your observations being cancelled.

If you miss the Head Start Orientation
All of the above applies, but this class cannot be made up, so if the absence is approved you will be reassigned to another site.

Observation Requirements

Attendance Policy for Observation Sites
1. All observations are mandatory.
2. Students must provide their own transportation to and from sites.
3. Students must attend each observation as scheduled by the Graduate Assistant.
4. Students are at their observation site as a professional, hence professional behavior of being on time and dependable is expected.
5. The Center for the Preparation of Education Professionals has a no tolerance policy for students who fail to report to schools/placements as assigned without prior approved notification.
6. Your observations are scheduled around your class schedule. No observations can be changed unless there is a conflict with your classes. If there is a conflict please let the Graduate Assistant know as soon as possible.

If you miss an observation...
§ If you miss a scheduled observation you must first:
- Contact the Graduate Assistant and Instructor of the course via email/phone.
- Contact the site you were supposed to visit via phone and let them know you will not be coming.
- If you were scheduled at Mosaic, you must also contact your partner to let him/her know you will not be there.
§ If the absence is an emergency, something that cannot be avoided (death in family, accident, sick…) you must provide proof of absence to Instructor/Graduate Assistant as soon as possible.
- Following approval of absence you will be re-assigned to a new site or the date of your observation for the site will be changed.
§ If the absence is not excused the following will happen:
- 15 points will be taken off your final grade.
- You will be re-assigned or rescheduled at a different time for that site.
§ If you more than one observation without an acceptable excuse you will fail the course and your observations will be cancelled.
§ The Graduate Assistant and the director of the Center for the Preparation of Education Professionals may review an unapproved absence at the request of the student.

Requirements at Observations
1. You will complete a 2 hour observation at three different sites.
2. You will be required to attend all scheduled observations at the appropriate date/time.
3. You have been scheduled according to your class schedule. Any extra curricular activities cannot be scheduled around.
4. When you receive your schedule, review it and report any conflicts to the Graduate Assistant immediately.
5. Your schedule will have each of your observations, locations, days/times of your observations and the dates that your reflections are due.
6. You are required to wear your student ID on a lanyard at all times during your observation. (These can be picked up at HH 69 at no cost)
7. You are required to sign in/out at each site (except for Mosaic), even if the school does not require it. This is a course requirement.
8. You are required to wear casual professional dress. Always wear clean and comfortable clothing that covers your body. No cleavage, no midriffs, and no jeans or shorts are allowed. You may wear CLEAN AND NEAT ATHLETIC SHOES.
9. You are required to have professional behavior. You must arrive on time, use professional language, and follow the confidentiality rules at all times. This is a hands-on observation, therefore you are expected to offer assistance and assist when asked.

Assignment Requirements
**Reflections - 70 points; 25 points each except Mosaic, which is 20 points**

§ After attending your observation site a reflection is due within one week of the date you attended the site.
§ Use the “Reflection” document for your assignment on Western Online.
§ Fill out the entire assignment with complete sentences.
§ Save this file to your computer as (Last Name _ Observation Site; eg. Smith _ Project Insight).
§ After saving your reflection to your computer submit your reflection by attaching the document to Western Online.
  o You will learn more about this from your 2nd class about Western Online.
  o If you have any questions or concerns please contact the Graduate Assistant at least 24hrs before your assignment is due.

**Mentor Evaluations – 105 points; 35 points each**

§ Prior to each observation you will print out the Mentor Evaluation to take with you to the site.
§ You will fill out the top portion with your name, date, and observation site.
§ You will give the teacher/house supervisor the Mentor Evaluation to fill out the rest of the evaluation.
§ The Graduate Assistant will collect the evaluations from all sites besides Mosaic and enter your grade.
§ At the Mosaic site, you will collect the completed mentor evaluation from the house supervisor and return it to the Graduate Assistant in HH91.

**Final Evaluation – 100 points**

§ At the end of the semester, your supervisor will evaluate your entire performance as laid out in the syllabus, including following all requirements.
§ The evaluation is based on the WIU Teacher Candidate Dispositions, which include collaboration, honesty/integrity, respect, commitment to learning, emotional maturity, and responsibility.
§ This grade will be posted via Western Online at the end of the semester.

**Grading:**

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<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Assignments</td>
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<tr>
<td>Reflections</td>
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<td>Mentor Evaluation</td>
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<td>Final Evaluation</td>
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