



Arkansas State University  
College of Education and Behavioral Science  
Department of Educational Leadership, Curriculum, and Special Education  
ELSE 6196 Special Education MAT Internship  
Spring 2021

### **Instructor**

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### **Textbook(s)/Readings**

There is no textbook required for this course.

### **Supplemental Text**

There is no supplemental text for this course.

### **Assigned Readings**

PEP Intern Handbook located: <http://www.astate.edu/a/prof-ed-programs-office/files/fall-2019/2019-2020%20Teacher%20Ed%20Handbook%20DRAFT.pdf>

### **Teacher Education Program Required Purchase**

College LiveText EDU Solutions w/United Streaming ISBN: 0971833125 or Student Membership Field Experience Edition -ISBN 978-0-9796635-6-7.

LiveText is the official electronic portfolio software used by the Arkansas State University College of Education and Behavioral Science. **All candidates are required to purchase LiveText with the exception of those enrolled in the Masters in Educational Theory and Practice (METP) or Doctorate of Education in Educational Leadership.** Key assessment information, projects, and work samples will be collected, processed, and archived through the LiveText secure portal. Grading will not be completed unless selected assignments are submitted to LiveText.

In the Department of Educational Leadership, Curriculum, and Special Education, all candidates must submit key assessments in LiveText and in Blackboard in order to receive a final grade for their course. Any candidate who submits they key assessment to Blackboard but not to LiveText will receive a grade of zero for the assignment. The LiveText assignment for this course, **ELSE 6196 is the edTPA Portfolio.**

### **Course Prerequisites**

*As a reminder students must have met all previous requirements for admission to Teacher Education which included passing scores in the PRAXIS Core or ACT in Reading/Writing and Math. Completion of required courses in the program prior to internship and passage of Special Education PRAXIS 5354 and PRAXIS 5511 must be completed.*

## Course Description

The Special Education MAT Internship requires supervised and directed experience in teaching students with disabilities in grades K-12.

## Bio Sig

Arkansas State University is required by federal law and regional accreditors to confirm the identity of all students who take online courses. Authenticating students' identities throughout their coursework ensures the academic integrity of the institution while also preserving the quality of the online degree you earn. To meet the requirements of federal law and regional accreditation, Arkansas State University requires online students to authenticate their identity through BioSig ID.

BioSig ID requires that you create a biometric password with a mouse, stylus, or your finger on a variety of computers and devices. Your biometric password cannot be replicated by someone else. You will be required to authenticate your identity with BioSig ID prior to completing quizzes and exams as well as periodically throughout each course. All authentications take place within Blackboard. Please see the Create BioSig ID folder in Blackboard for further details.

BioSig ID is a biometric gesture password that is unique to each student. The biometric gesture software measures the unique way every user moves their mouse, finger or stylus when they authenticate with their biometric password. Biometric identifiers such as the length, speed, direction, angle and height of each stroke are collected by the software to create the user's unique biometric profile. In seconds, after drawing only 3-4 characters, BioSig-ID software establishes whether the user who registered is the same person trying to access the account. The password is instantly compared against the previously created enrollment profile and access is only granted if they match.

Students can create their biometric password with a mouse, stylus, or their finger on a variety of computers and devices. The biometric password cannot be replicated by someone else. Students will be required to authenticate their identity with BioSig ID prior to completing quizzes, tests, assignments, and discussion boards. All authentications take place within Blackboard. Click to learn more about [BioSig ID](#).

## Program Outcomes

Council for Exceptional Children (CEC)

1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.4, 5.6, 5.7, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 7.1, 7.2, 7.3. Learner Development and Individual Learning Differences; Learning Environments; Curricular Content Knowledge; Assessment; Instructional Planning Strategies; Professional Learning and Ethical Practice; Collaboration.

Course Level Student Learning Outcomes	TESS Linkage	ATS linkage	CEC Linkage
Design and teach lesson plans for students with exceptionalities in the K-12 setting based upon learner development, individual learning differences, and curricular content knowledge.	1a-f; 2a-e; 3a-e	1,2,3,4,5,7,8	1.1,1.2,2.1,2.2,2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 5.1, 5.2, 5.3, 5.4, 5.6, 5.7, 5.8

Monitor and adjust instruction and the learning environment based upon the knowledge of various types of assessment data and instructional strategies.	1b, 1c, 1e, 1f; 2a-e; 3a-e	2,3,4,5,6,7,8	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 5.1, 5.2, 5.3,
Demonstrate ethical principles and professional practice standards within the classroom and school setting.	4a-f	9, 10	6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 7.1, 7.2, 7.3

## Course Requirements and Grading

Course Assessment and Performance Measures <b>All requirements must be completed to pass the course.</b>	CEC/SPA Linkage	Complete/Incomplete
<u>Summative Evaluation of Teaching Performance:</u> Interns will be evaluated by the University and Clinical Supervisors during the last week of placement. Interns must earn a minimum of 80% on the evaluation.	1,2,3,4,5,6,7	Complete/Incomplete
<u>edTPA Tasks.</u> The portfolio is a collection of edTPA tasks 1-3 that must be completed by the intern.	1,2,3,4,5,6,7	Complete/Incomplete
Students will also be required to successfully complete the following assignments within the 15-week placement. Grades are on a pass/fail basis:		
<u>Weekly Webinars:</u> Interns will participate in webinars as scheduled by the instructor either live via zoom or view the recording throughout the 15-week session.	1, 2, 3, 4, 5, 6, 7	Complete/Incomplete
<u>Formative Evaluations:</u> The teacher intern will be evaluated twice by the clinical supervisor and twice by the university supervisor. The clinical supervisor will conduct a minimum of one announced and one unannounced evaluation. The university supervisor will conduct two announced evaluations. The lesson plans for the announced evaluations will be submitted to the supervisor 48 hours before the evaluation. Reflections of each evaluation will be written.	1,2,3,4,5,6,7	Complete/Incomplete
<u>Weekly Classroom Reflections:</u> Interns will submit reflections each week. It will include a description of the events of the week and a reflection of these events and how they impact growth of the intern. Reflection will be submitted at the end of each week via Blackboard Learn.	4,5,6	Complete/Incomplete
<u>Learning Environment Assignment:</u> Interns will develop a power point presentation or a virtual tour of the classroom. The power point or virtual tour will include a description of each area of the classroom as well as the classroom rules and management strategies that are utilized.	2,5,6	Complete/Incomplete
<u>Learner Characteristic Assignment:</u> Interns will gain parental permission to access the special education files of the students in the assigned classroom. A written learning profile of each student will be completed.	1,4,5,7	Complete/Incomplete

<p><u>Lesson Plans:</u> The intern will satisfy this requirement by working closely with the clinical supervisor and the university supervisor. The intern will follow the lesson plan format used by the clinical supervisor or the one provided in the course in Blackboard Learn. The plans must link learning objectives to CEC, SLEs and ASU curriculum frameworks. The lesson plans must be linked to appropriate IEP objectives. Lesson plans are to be submitted to the clinical supervisor on a weekly basis. The university supervisor will expect to see that weekly lesson plans are being maintained. A minimum of one lesson plan will be integrated (cross-curriculum). The intern should be prepared to make all lesson plans available to the supervisor when requested.</p>	1,2,3,4,5,6,7	Complete/Incomplete
<p><u>Professional Development Meetings/Workshop Summaries:</u> Interns will attend all local professional development meetings and or workshops that the Clinical Supervisor is expected to attend. The intern will write a summary and reflection of each meeting. A copy of the agenda and materials will also be submitted.</p>	1,2,3,4,5,6,7	Complete/Incomplete
<p><u>Collaborative Meetings Summaries:</u> The intern will attend as many of the following types of meetings as possible under the supervision of the Clinical Supervisor: IEP meetings, Evaluation conferences, RTI conferences, Referral conferences, Grade level team meetings. The intern will write a summary and reflection of three meetings. Student and teacher names will not be used.</p>	1,2,3,4,5,6,7	Complete/Incomplete
<p><u>Special Education Classroom Shadowing Assignment:</u> Interns will observe another special education classroom within the building of the current special education placement. The observation will be for a minimum of two hours. The intern will write a summary and reflection about the activities observed.</p>	1,2,3,4,5,6,7	Complete/Incomplete
<p><u>Final Reflection:</u> The intern will write a final reflection of the Special Internship experience. The reflection will address each of the seven CEC standards.</p>	1,2,3,4,5,6,7	Complete/Incomplete
<p><u>Intern Reflective Assessment:</u> Interns will complete this form which is located in the <u>Teacher Intern Handbook</u>. It will be submitted on the fourth week of placement.</p>	6	Complete/Incomplete
<p>EdTPA Tasks- Each intern will complete TASK 1, TASK 2, and TASK 3 of the edTPA and will submit it through Live Text.</p>		

### Grading Scale

100 – 90=A; 89 – 80 = B; 79 – 70 = C; 69 – below = F

## Response Time and Feedback

The professor will be available for questions and answers during a weekly webinar on Tuesdays at 5:00 pm (CST). Responses to emails will be made within 48 hours. Emails sent on the weekends may not be answered until the following Monday. Assignments will be graded by midnight on the Thursday immediately following the due date.

## Computer/Technology Requirements

1. Students will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - Any current Flash-compliant browser (recent versions of Firefox or Chrome)
    - Please note that Blackboard does not support Internet Explorer.
  - 1 GB of RAM, 2 GB or more preferred
  - Broadband connection (cable modem, DSL, or other high speed) required – courses are heavily video intensive
  - Video display capable of high-color 16-bit display – 1024 x 768 or higher resolution
  - A sound card and speakers or headphones
  - Current anti-virus software must be installed and kept up to date.
  - Students will need some additional free software for enhanced web browsing. Be certain to download the free versions of the software.
    - Adobe Reader
    - Adobe Flash Player
  - Most home computers purchased within the last 3-4 years meet or surpass these requirements.
2. At a minimum, students must have Microsoft Office 2003, XP, 2007 or OpenOffice, or Student Office for Mac. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission will also be required. If you do not have Microsoft Office or Student Office for Mac, you can check with the bookstore to see if they have any student copies.
3. Your computer must be compatible with Blackboard. Please see the [Blackboard Supported Browsers and Operating System](#) page to make sure your system will allow you to use all the tools and features available.

## Technology Skills Requirements

You need to be able to:

- Navigate websites, including downloading and reading files from them.
- Download and install software or plug-ins such as Adobe Reader, Window Media Player or Flash.
- Use e-mail, including attaching and downloading documents/files from e-mail.
- Save files in commonly used word processing formats (.doc, .docx, .rtf).
- Copy and paste text and other items in computer documents.
- Save and retrieve documents and files on your computer.

- Locate information on the Internet using search engines.
- Locate information in the library using the online catalog.

### **Special Considerations and/or features of the Course**

- A. Interns are required to comply with all rules, regulations, and guidelines established within the Teacher Intern Handbook provided by the Office of Professional Education Programs.
- B. Flexibility Clause: Circumstances may arise which will prevent us from fulfilling each and every component of this syllabus. Therefore, the syllabus is subject to change. However, you will be notified of any changes that occur prior to any due date for assignments.
- C. Academic Conduct: All acts of dishonesty in any work constitute academic misconduct. The academic disciplinary policy will be followed, as indicated in the ASU Student Participant Handbook, in the event of academic misconduct. Students should familiarize themselves with the handbook, especially the policy pertaining to plagiarism.
- D. The instructor reserves the right to modify or make changes in the course syllabus as needed during the course.
- E. In ALL work, candidates must use people-first language to be consistent with IDEA.

### **University and Course Policies**

#### **Procedures to Accommodate Students with Disabilities**

“Students who require academic adjustments in the classroom, or by way of the web due to a disability, must first register with [A-State A&AS](#). Following registration and within the first two weeks of class, please contact me to discuss appropriate academic accommodations, technology requirements, software and hardware specifics and requirements. Appropriate arrangements can be made to ensure equal access to this course.” ([Access & Accommodation Services Faculty Resources Website](#))

You can link to [Disabilities Services](#) for support through the website or call (870) 972-3964.

#### **Inclement Weather Policy**

The University’s Inclement Weather Policy from the [Student Handbook](#):

“The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local news media will publicize the closing. Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments

during inclement weather within a time frame to be determined by the professor. The student intern will follow the inclement weather policy of the school district in which he/she is placed”

### Academic Misconduct Policy

The following statements are from the Academic Misconduct Policy stated in the *Student Handbook*: Arkansas State University enthusiastically promotes academic integrity and professional ethics among all members of the A-State academic community. Violations of this policy are considered as serious misconduct and may result in severe penalties.

According to the [Student Handbook](#):

**Plagiarism** is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

**Cheating** is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.

The following sanctions may be imposed for Academic Misconduct:

- A failing grade on the paper or project;
- Rewriting or repeat performance of course work;
- A failing grade for the class;
- Dismissal from the class;
- Dismissal from a particular program;
- Suspension or Expulsion from the university;
- Other appropriate sanctions as warranted by the specific acts of the student.

The entire ASU's Academic Integrity Policy in the [Student Handbook](#).

If you need additional assistance in understanding what plagiarism is and how to avoid it, the following resources may be helpful in addition to the *A-State Student Handbook*:

[About Plagiarism.org](#)

[Purdue University Online Writing Lab, Avoiding Plagiarism](#)

### Attendance Policy

Student Interns will be required to follow the attendance policy found in the Student Intern Handbook located on PEP website.

### Make-Up and Late Work

Permission to make up late/missed/returned assignments is granted at the discretion of the instructor. Only assignments that are made up within one week of the due date will be accepted. The instructor reserves the right to issue a 0 for late work. It is your responsibility as a student to inform the instructor of any missed assignments immediately. You are responsible for completing the work without reminders. Neglecting to make up any missing work will result in a grade of zero (0) for that assignment.

## Other Course/Instructor Policies

### Professionalism

This is a senior level course comprised of adult students. Adult behavior and professionalism is expected. Student Interns are required to follow guidelines addressing professional behaviors located in the [Teacher Intern Handbook](#).

### Flexibility

All requirements, assignments, policies, etc., are subject to change. Assignment due dates may be altered due to unforeseen events and in the best interest of student learning.

↓ KEEP SCROLLING FOR THE FALL 2020 SCHEDULE



## Course Schedule - ELSE 6196 Fall Spring 2020

**All assignments tentatively due by 11:59 pm on due date unless stated otherwise.**

**In order to pass this course ALL assignments must be completed and late work will not be accepted.**

Week	Assignments	Due Date
First Day Activities	0.1 Confidentiality Form 0.2 Intern/Supervisor Agreement Form 0.3 Discussion: Course Introductions	January 17 January 17 January 17
Week 1 January 12-17	<b><i>Start thinking about possible target student for edTPA!</i></b> <b>Module 1:</b> 1.1 Assignment: Learning Characteristic Assignment 1.2 Assignment: Intern Weekly Reflection	January 31 January 17
WEEK 2 January 18-24	<b>Module 2:</b> 2.1 Assignment: Learning Environment  2.2 Assignment: Intern Weekly Reflection  2.3 Assignment: Submit 2 Lesson Plans to be taught Week 3 (use short form in Module 2)	February 7 <sup>th</sup>  January 24 <sup>th</sup>  January 24 <sup>th</sup>
WEEK 3 January 25-31	<b><i>*edTPA Context for Learning Due (Portfolio) Via Email to Instructor</i></b> <b>Module 3:</b> 3.1 Assignment: Job Shadowing  3.2 Assignment: Intern Weekly Reflection  3.3 Assignment: Teach Two Lessons (not observed) from LP's submitted week 2 and resubmit same LP's with reflections on your lessons to Module 3  3.3 Assignment: Submit Two Short Lesson Plans to be taught Week 4	<b><i>January 31</i></b>  January 31  January 31  January 31
WEEK 4 February 1-7	<b><i>*edTPA TASK 1 Due (Portfolio) Via Email to Instructor</i></b> <b>Module 4:</b> 4.1 Assignment: Intern Weekly Reflection  4.2 Teach Two Lessons (not observed) from LP's Submitted week 3 and resubmit LP's with reflections on your lessons to Module 4	<b><i>February 7</i></b>  February 7  February 7

WEEK 5 February 8-14	<p><b>Module 5:</b> 1<sup>st</sup> Formal Observations by Clinical and University Supervisors Begins- (to be completed during weeks 5, 6, <b>OR</b> 7)</p> <p>5.1 Assignment: Submit Lesson Plan and Reflection (edTPA Form) for Formal Observations by Clinical Supervisor and University Supervisor</p> <p>5.2 Assignment: Intern Weekly Reflection</p>	<p>February 28</p> <p>February 14</p>
WEEK 6 February 15-21	<p><b>*edTPA TASK 2 Due (Portfolio) Via Email to Instructor</b></p> <p><b>Module 5:</b> 1<sup>st</sup> Formal Observations by Clinical and University Supervisor <i>Continues</i> (to be completed during weeks 5, 6, <b>OR</b> 7)</p> <p>5.1 Assignment: Submit Lesson Plan and Reflection (edTPA Form) for Formal Observations by Clinical Supervisor and University Supervisor</p> <p><b>Module 6:</b></p> <p>6.1 Assignment: Meetings/Workshop Summary</p> <p>6.2 Assignment: Intern Weekly Reflection</p>	<p><b>February 21</b></p> <p>February 28</p> <p>February 21</p> <p>February 21</p>
WEEK 7 February 22-28	<p><b>Module 5:</b> 1<sup>st</sup> Formal Observations by Clinical Supervisor and University Supervisor <i>Continue</i> (to be completed during weeks 5, 6, <b>OR</b> 7)</p> <p>5.1 Assignment: Submit Lesson Plan and Reflection (edTPA Form) for Formal Observations by Clinical Supervisor and University Supervisor</p> <p><b>Module 7:</b></p> <p>7.1 Collaborative Meeting Summary</p> <p>7.2 Assignment: Intern Weekly Reflection</p>	<p>February 28</p> <p>February 28</p>
WEEK 8 March 1-7	8.1 Assignment: Intern Weekly Reflection	March 7
WEEK 9 March 8-14	<p><b>*edTPA Task 3 Due (Portfolio) Via Email to Instructor,</b></p> <p>9.1 Assignment: Intern Daily Reflective Log</p>	<p><b>March 14</b></p> <p>March 14</p>
WEEK 10 March 15-21	<p><b>Submission TASKS 1, 2, and 3 (Portfolio) Via Live Text</b></p> <p><b>Module 5:</b> 2<sup>nd</sup> Formal Observations (by CS and US) Begin (to be completed during weeks 10, 12, <b>OR</b> 13)</p> <p>5.1 Assignment: Submit Lesson Plan and Reflection (edTPA Form) for Formal Observations by Clinical Supervisor and University Supervisor</p> <p>10.1 Assignment: Intern Weekly Reflection</p>	<p><b>March 21</b></p> <p>April 11</p> <p>March 21</p>
	<p><b>SPRING BREAK FOR ASU</b></p> <p><b>March 22-26</b></p>	
WEEK 11 March 29-April 4	<b>Module 5:</b> 2 <sup>nd</sup> Formal Observations (by CS and US)- Continue (to be completed during weeks 10, 12, <b>OR</b>	

	<p>13)</p> <p>5.1 Assignment: Submit Lesson Plan and Reflection (edTPA Form) for Formal Observations by Clinical Supervisor and University Supervisor</p> <p><b>Module 7:</b></p> <p>11.1 Assignment: Collaboration (SPA)</p> <p>11.2 Assignment: Intern Weekly Reflection</p>	<p>April 4</p> <p>April 4</p>
<p>WEEK 12</p> <p>April 5-11</p>	<p><b>Module 5:</b> 2<sup>nd</sup> Formal Observations (by CS and US) Continue (to be completed during weeks 10, 12, <b>OR</b> 13)</p> <p>5.1 Assignment: Submit Lesson Plan and Reflection (edTPA Form) for Formal Observations by Clinical Supervisor and University Supervisor</p> <p>12.1 Assignment: Intern Weekly Reflection</p>	<p>April 11</p> <p>April 11</p>
<p>WEEK 13</p> <p>April 12-18</p>	<p>13.1 Assignment: Paraprofessional Training</p> <p>13.2 Assignment: Intern Weekly Reflection</p>	<p>April 18</p> <p>April 18</p>
<p>WEEK 14</p> <p>April 19-April 25</p>	<p>14.1 Final Reflection</p>	<p>April 25</p>
<p>WEEK 16</p> <p>April 26-May 2</p>	<p>Submit Final Summative Evaluations (LiveText)</p>	<p>April 29</p>

01-08-21