



**College of Education and Human Development
Division of Special Education and disAbility Research**

Fall 2013

EDSE 790 6N3: TFA SPED Internship

CRN: 81262, 1-6 - Credits

Instructor: Dr. Pamela Baker	Meeting Dates: 8/26/2013 - 12/18/2013
Phone:	Meeting Day(s): TBA
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Office Hours:	Meeting Location: TBA

***Note:** This syllabus may change according to class needs. Students will be advised of any changes immediately through George Mason e-mail and/or through Blackboard.*

Course Description

Supervised internships that apply university course work to instruction of children and their families in school and community settings.

Prerequisite(s): Passing scores on Praxis I prior to final internship, and permission of advisor

Co-requisite(s): None

Advising Contact Information

Please make sure that you are being advised on a regular basis as to your status and progress through your program. Mason M.Ed. and Certificate students should contact the Special Education Advising Office at (703) 993-3145 for assistance. All other students should refer to their faculty advisor.

Nature of Course Delivery

Individual demonstration, reflection, discussion, observation, and consultation

George Mason Blackboard

1. To access Courses in 9.1 go to the myMason portal, <http://myMason.gmu.edu>
2. Enter your Mason Net ID into the user name field & Strong Password (Patriot credentials) into the Password field Pass
3. Click the log in button ore press Enter
4. Select the Courses Tab
5. Select this course from the 9.1 course list

George Mason Patriot Web: <https://patriotweb.gmu.edu/>

This is a self-service website for students, faculty, and staff of George Mason University. There is a wealth of useful links, information, and online forms on this website including program of studies details, application for graduation, request for transfer of credit, and internship application.

1.

TaskStream: www.taskstream.com

This site serves two purposes. The first is to assist students with the development and display of their electronic portfolio. The second is to help GMU with national accreditations' process. Every student registered for any EDSE course as of the Fall 2007 semester has been required to begin submitting signature assignments with accompanying artifact entry forms to Task Stream (regardless of whether a course is an elective or part of an undergraduate minor). TaskStream information is available at <http://gse.gmu.edu/programs/sped/>

The NCATE required assignment for this course (Clinical Evaluation Continuum Rubric) must be submitted electronically to Mason's NCATE management system, TaskStream: (<https://www.taskstream.com>) by 9:00 am the day after the final internship meeting or as advised by the supervisor.

Note: Every student registered for any EDSE course as of the Fall 2007 semester is required to begin submitting signature assignments to TaskStream (regardless of whether a course is an elective or part of an undergraduate minor). TaskStream information is available at <http://gse.gmu.edu/programs/sped/>. Failure to submit the assignment to TaskStream will result in reporting the course grade as Incomplete (IN) which will turn

into an F nine weeks into the following semester if not changed by the instructor. A grade change will be submitted only upon posting the Signature Assignment to TASKSTREAM.

Evidence-Based Practices (EBPs)

This experience will help interns apply evidence-based practices (EBPs) that can be used in their teaching to improve outcomes for students with disabilities.

Learner Outcomes

Upon completion of the course, students will:

- Demonstrate understanding of development and the ability to plan and execute curriculum appropriate to the chronological ages, developmental and functional levels of the students being taught.
- Demonstrate the integration of the theoretical methodology with the practical applications in the field.
- Demonstrate positive and appropriate interactions with students, families and other professionals. This includes the ability to manage the classroom/resource room, co-teach in a general education setting, develop and enforce classroom expectations, develop strategies to anticipate behaviors and deal with them, and work through transitions during the day. This also includes demonstration of confidentiality when communicating about students with disabilities.
- Develop and implement developmentally and functionally appropriate intervention activities within a variety of settings, including those that enhance and support integration and/or inclusion as well as those activities that are therapeutically based. This includes demonstration of a positive learning environment geared to the individual as well as the group. This may also be demonstrated in the general classroom environment as well as special education settings.
- Demonstrate the ability to work collaboratively as part of a team including but not limited to general and special educators and therapists, parents and other related/support staff.
- Demonstrate the ability to be lead teacher by overseeing the entire classroom while also meeting the individual needs of students, directing/teaming with assistants, and monitoring the ongoing activities and tone of the class. If working with students on an individual basis, demonstrate the ability to plan for that child based on goals and objectives and provide on-going assessment for both the child and the intervention sessions.
- Demonstrate support within an integrated environment, as appropriate. This includes knowledge of general curriculum specific to the ages and grades of students, ability to modify the general education curriculum as needed, ability to work with general education staff in a manner which enhances the education of the student(s) with disabilities by providing direct or indirect support and the knowledge of how to work with groups of students demonstrating mixed abilities and needs (whether identified as disabled or not).

- Select and utilize assessment and/or monitoring tools and strategies, including but not limited to county-wide assessments, SOLs, VAAP (as assessed for individual students), etc.
- Develop developmentally, educationally and functionally appropriate IEPs.
- Select and utilize workable and useful data/record keeping strategies.
- Monitor and analyze teaching performance.
- Demonstrate additional competencies contained in personal goals statement or delineated by the cooperating teacher and/or university supervisor.

Required Textbooks

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Digital Library Option

The Pearson textbook(s) for this course is available as part of the **George Mason University Division of Special Education and disAbility Research Digital Library**. The division and Pearson have partnered to bring you the Digital Library; a convenient, digital solution that can save you money on your course materials. The Digital Library offers you access to a complete digital library of **all Pearson textbooks** and MyEducationLabs used across the Division of Special Education and disAbility Research curriculum at a low 1-year or 3-year subscription price. Access codes are available in the school bookstore. Please visit <http://gmu.bncollege.com> and search the ISBN.

- 1 year subscription \$200 ISBN-13: 9781269541411
- 3 years subscription \$525 ISBN-13: 9781269541381
- Individual e-book(s) also available at the bookstore link above or at <http://www.pearsonhighered.com/>. Search by author, title, or ISBN.

Recommended Textbooks

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Required Resources

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Additional Readings

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Course Relationships to Program Goals and Professional Organizations

This course is part of the George Mason University, Graduate School of Education (GSE), Special Education Program for teacher licensure in the Commonwealth of Virginia in the special education areas of Special Education: Students with Disabilities who Access the General Curriculum K-12. This program complies with the standards for teacher licensure established by

the Council for Exceptional Children (CEC), the major special education professional organization. The CEC standards that will be addressed in this class include Standard 4: Instructional Strategies, Standard 5: Learning Environments and Social Interactions, Standard 6: Language, Standard 7: Instructional Planning, Standard 8: Assessment, Standard 9: Professional and Ethical Practice, and Standard 10: Collaboration.

GMU POLICIES AND RESOURCES FOR STUDENTS:

- a. Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.gmu.edu/honor-code/>].
- b. Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>].
- c. Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- d. The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- e. Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- f. Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- g. The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].

PROFESSIONAL DISPOSITIONS

Students are expected to exhibit professional behaviors and dispositions at all times.

CORE VALUES COMMITMENT

The College of Education & Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles. [See <http://cehd.gmu.edu/values/>]

For additional information on the College of Education and Human Development, Graduate School of Education, please visit our website [See <http://gse.gmu.edu/>]

Course Policies & Expectations

Attendance.

COURSE REQUIREMENTS:

Attendance is clearly essential. Absenteeism requires advance notification per school policy. In addition, the cooperating teacher should be notified individually as should the university supervisor if a scheduled meeting or observation will be missed. Excessive absenteeism can result in an extended placement or change of placement in partnership with the Field Placement Office.

Assignment deadlines are negotiated between the university supervisor and the intern; therefore, if an assignment cannot be completed as required, the intern needs to reschedule the appointment or renegotiate the deadline. Submission of all assignments in accordance with the agreed upon schedule increases the likelihood of on-time completion of placement requirements.

STUDENT INTERN RESPONSIBILITIES:

In addition to on-site responsibilities, each student intern is responsible for the following:

1. Schedule an on-site orientation meeting with the University Supervisor and the Cooperating Teacher and the site principal (if the administrator requests to be present or the student would like that person to attend). Please inform the administrator of this meeting regardless of his/her ability to attend.
2. Schedule on-going rotation of observations with both the Cooperating Teacher and the University Supervisor. Select times when you can meet with CT and US to discuss observations.
3. Maintain a loose-leaf notebook that is always accessible to the University Supervisor. The notebook should contain:
 - a. the internship checklist
 - b. Internship planning guide with first 5 weeks completed
 - c. log of hours
 - d. lesson plans (format in handbook or an agreed-upon alternative)
 - e. information related to the student learning (e.g., IEP goals, progress monitoring)
 - f. contacts with parents and other professionals (See "Responsibilities of Student

Intern" section in Manual)

g. ongoing observations forms

h. Clinical Evaluation Continuum Rubric form

i. Questions or concerns in journal format so the US can respond in writing during visits

4. Maintain on-going contact, preferably daily, with the Cooperating Teacher and develop weekly progress reports together. A copy should be available for the University Supervisor to review in notebook and keep.

5. Prepare for observations by the University Supervisor, including the preparation of lesson plans and updating of all notebook elements. Be ready to discuss observed sessions.

6. The University Supervisor will send emails to touch base on progress throughout the internship experience, responses to these emails should be made within 48 hours.

7. Submit one (or two) Final Paper(s) (see Final Paper section).

8. Complete all exit procedures, including submission of necessary materials on time to University Supervisor and the university as listed in the guidelines.

All information should be readily accessible to the University Supervisor during on-site visits.

The remainder of this syllabus provides detailed information about each of the above outlined responsibilities.

ON-SITE ORIENTATION MEETING:

Schedule an orientation meeting for you, your Cooperating Teacher, program administrator (if desired) and University Supervisor as close to the beginning of the internship as possible, preferably within the first two weeks. Please make sure to introduce the University Supervisor to the building administrator if he/she does not attend the orientation meeting.

The purpose of the orientation meeting is to:

1. Discuss your internship expectations and the internship planning guide.
2. Discuss internship requirements with the on-site professionals.

3. Identify ways that the Cooperating Teacher and University Supervisor can offer assistance and support.
4. Answer questions that arise regarding the internship placement and requirements

UNIVERSITY SUPERVISOR'S OBSERVATIONS:

During observations you should:

1. Have available for review:
 - a) A lesson plan for the observed session
 - b) Completed weekly progress report
 - c) Internship log
 - d) Journal entries of questions or comments
2. Be prepared to verbally analyze and critique the observed session, addressing the following type of thoughts:
 - a) Did the session go as planned?
 - b) What were the facilitating and inhibiting factors?
 - c) Did anything unexpected happen? How did you handle it?
 - d) What modifications did you make in implementing your plan and why?
 - e) What are your follow-up strategies?
 - f) What else would you like to share about the visit?

EMAIL DIALOGUES:

During the course of the internship students will be expected to engage in email dialogues with the University Supervisor about progress in the internship experience. The University Supervisor will email questions to the intern both general and specific about how their experience is going and interns will be asked to respond within 48 hours. Responses should be specific, succinct, and timely, being approximately a paragraph in length and utilizing appropriate syntax and grammar. These emails will be forums for sharing, problem solving and questions.

ASSIGNMENTS:

NCATE/Taskstream Assignments (completed documents are uploaded to Taskstream at the end of the internship)

- a) Clinical Evaluation Continuum Rubric – At the end of the internship, upload a hard copy (PDF) of this rubric (with the final comments from the US) to Taskstream.
- b) Summary of Placement Supervision, Hours, and Final Grade Form – Check with your US and upload this completed form (Appendix F in the Internship Handbook) to Taskstream at the end of the internship.

Common Assignments

- a) Personal Goals Statement - The intern prepares a “personal goals statement” for the internship, with timelines for accomplishing goals and the strategies that will be used to help achieve the goals and objectives.
- b) Final Paper – Upon approval of the US, the paper may be two papers (approximately 2-3 pages each) or one paper at the end of the internship (3-5 pages). It is highly encouraged that the paper(s) be electronically written and maintained in the intern notebook with an electronic copy provided to the University Supervisor as well.

The intern completes a “final paper” as a reflection of the internship experience. Interns should use the Clinical Evaluation Continuum Rubric and their personal goal for professional development to guide this reflection. The reflections should speak to instructional strategies used, learning environment, communication and collaboration with others, use of data to plan instruction, assessment of student performance, etc. The intern should reflect on their development as a teacher practitioner in the context of the CEC standards as they are reflected in the Clinical Evaluation Continuum Rubric. To write the paper (or each paper), you need to:

1. Summarize your internship experience up to that point.
2. Discuss your progress toward the goals you have set for yourself in your internship planning guide.
3. Discuss your progress relative to CEC Standards 4-10 as delineated in the Clinical Evaluation Continuum Rubric.
4. Analyze your competencies and areas for growth as a professional.

Other Assignments

- a) Internship Logs - Maintain a Log of Hours (Appendix A of the Internship Handbook Guidelines). The log must be completed daily and should be available to the University Supervisor during observation visits. Interns are responsible for maintaining correct

totals on each page of the log sheets. At least 75 of these hours should incorporate direct contact with students (i.e. assisting the Cooperating Teacher with students in the classroom, working in small groups or one-on-one with students, or leading whole group instruction). A copy of this log must be submitted to the Field Placement Office before a final grade can be submitted.

- b) Progress Reports - Complete weekly (every week) progress reports in conjunction with the Cooperating Teacher. Use the form included in the appendix section of the Intern Handbook guidelines, or a comparable form that includes the same information. Keep the progress reports in the notebook and have them available for the University Supervisor's review during observation visits. A copy should be available for the University Supervisor to keep. It is advisable to set a regular meeting time to discuss progress and complete the report.

EXIT PROCEDURES:

1. Turn in the Final Paper(s). This can be emailed.
2. Schedule an exit meeting with the University Supervisor and Cooperating Teacher. The building administrator may be invited (if that person indicates an interest in attending). The purpose of this meeting is to provide feedback about the overall internship experience and determine a grade for the course/internship experience. The notebook will also be discussed at this time, if this meeting indicates the end of the full internship.
3. Collect and submit the following (see list at the end of the syllabus):
 - a) Appendix A - Log of Hours** signed by the Cooperating Teacher and University Supervisor (a summary of this sheet must be submitted to the Field Placement Office before a final grade can be submitted)
 - b) Summary of Placement Supervision, Hours, and Final Grade Form. Please fill in all information except the final grade, and please spell all names correctly (this is submitted to the Field Placement Office to initiate grade **AND** the student uploads this completed document to Taskstream)
 - c) Internship Checklist. Intern completes to show that all items have been addressed
 - d) All Weekly Progress Reports on Interns. There should be one for each week, including the first and last weeks.
 - e) Input completed by the Cooperating Teacher (CT) for Standards 9 and 10 on Clinical Evaluation Continuum Rubric
 - f) Summary Observation Reports completed by the University Supervisor (US)

- g) Final version of Clinical Evaluation Continuum Rubric by US
- h) Evaluations of all parties (Appendix I)

PERFORMANCE-BASED ASSESSMENTS AND EVALUATION CRITERIA:

The team of the University Supervisor, the Cooperating Teacher and intern, will determine a final grade for the internship. Grades will be based upon:

1. Ability to demonstrate course competencies and analyze intervention sessions.
2. Progress toward the CEC Standards as noted in the Clinical Evaluation Continuum Rubric.
3. Quality of weekly progress reports, observations by the University Supervisor and Cooperating Teacher, and reflections in the Final Paper(s).
4. Content and organization of the notebook.
5. Attendance and participation in email dialogues.
6. Timely completion of all requirements and submission of exit materials.

There are only two grades available for this course:

Satisfactory – student has successfully completed course requirements and successfully presented portfolio.

No Credit – student has not provided sufficient work to evaluate progress toward meeting portfolio requirements cooperative learning, application activities, and presentation of portfolios. Online support course materials are available at George Mason’s Blackboard site (<http://blackboard.gmu.edu>).

**The Clinical Evaluation Continuum Rubric serves as the NCATE required assignment for this course and must be submitted to TaskStream before a final grade for the course can be submitted. In addition, the Log of hours and Summary of Placement Supervision, Hours, and

Final Grade forms must be submitted to the Field Placement Office before a grade can be submitted. The Summary of Placement Supervision, Hours, and Final Grade Form should also be submitted to Taskstream.

TIME GUIDELINES

Internships vary in length depending upon the number of credits to be earned, the type of internship, and the number of different settings required. The following guidelines are used to determine the length of licensure internships:

- 1 credit hour —75 contact hours -- 3 weeks full-time or its equivalent
- 2 credit hours —150 contact hours – 5-6 weeks full-time or its equivalent
- 3 credit hours—225 contact hours -- 6-8 weeks full-time or its equivalent
- 4 credit hours—300 contact hours -- 9-11 weeks full-time or its equivalent

SCHEDULE/CALENDAR

The schedule is set in partnership among the intern, the Cooperating Teacher, and the University Supervisor. Therefore, the basic schedule should be agreed upon in the orientation meeting with specific calendar items established in accordance with the required products noted in the syllabus and the handbook.

Late Work.

TaskStream Submission

Every student registered for any Special Education course with a required performance-based assessment is required to submit this assessment, Clinical Experience Continuum AND Log of Hours (All Programs) Functional Behavior Assessment and Behavior Intervention Plan (Adapted Only) to TaskStream (regardless of whether a course is an elective, a onetime course or part of an undergraduate minor). Evaluation of the performance-based assessment by the course instructor will also be completed in TaskStream. Failure to submit the assessment to TaskStream will result in the course instructor reporting the course grade as Incomplete(IN). Unless the IN grade is changed upon completion of the required TaskStream submission, the IN will convert to an F nine weeks into the following semester.

If you have never used TaskStream before, you **MUST** use the login and password information that has been created for you. This information is distributed to students through GMU email, so it is very important that you set up your GMU email. For more TaskStream information, go to <http://cehd.gmu.edu/api/taskstream>

Grading Scale

Assignments

NCATE/TaskStream Assignments.

Common Assignments.

Other Assignments.

Schedule