

VIRGINIA CONSORTIUM FOR TEACHER PREPARATION IN SPECIAL EDUCATION ADAPTED CURRICULUM

Summer 2017
SD Characteristics, 3 Credits

Consortium Titles

- GMU: EDSE 447/547: Medical and Developmental Risk Factors for Children with Disabilities
 - EDSE 447 DL1- CRN: 42189
 - EDSE 547 D01 - CRN: 42190; EDSE 547 6U1 – CRN: 44078; EDSE 547 6U1 – CRN: 44079
- VCU: SEDP 561 Characteristics of Students with Severe Disabilities
- RU: EDSP 663 Characteristics of Students with Severe Disabilities
- NSU: SPE 523A Attributes and Medical Conditions Associated with Severe Disabilities Adapted
- JMU: EXED 509: Nature and Issues of Severe Disabilities

Instructor: Dr. Keri Bethune	Meeting Dates: 5/22/2017 – 7/29/2017
Phone: 540-568-2276 (I do NOT recommend leaving me messages on this number; If I don't answer, please email me)	Meeting Day(s): Asynchronous
E-Mail: bethunks@jmu.edu	Meeting Time(s): Asynchronous
Office Hours: By appointment. Ongoing contact via email.	Teaching University: JMU
Office Location: JMU, 3225 D Memorial Hall	Other Phone: Email me if you need my cell

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

Prerequisite(s) None **Co-requisite(s)** None

Course Description

Examines the nature and causes of disabling or special health conditions. Covers screening and evaluation techniques, characteristics, and educational implications.

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 teacher candidates/students should

contact the Special Education Advising Office at (703) 993-3670 for assistance. All other teacher candidates/students should refer to their faculty advisor.

Course Delivery Method

Course is delivered in an asynchronous, online format.

Learning activities include the following:

1. Class discussion board posts
2. Application activities
3. Small group activities and assignments
4. Video and other media supports
5. Research and presentation activities
6. Electronic supplements and activities via Blackboard

This course will be delivered online (100%) using asynchronous format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on [5/22/17 at 12:01 am].

Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with a standard up-to-date browser, either Internet Explorer or Mozilla Firefox is required (note: Opera and Safari are not compatible with Blackboard).
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:
 - Adobe Acrobat Reader: <https://get.adobe.com/reader/>
 - Windows Media Player: <https://windows.microsoft.com/en-us/windows/downloads/windows-media-player/>
 - Apple Quick Time Player: www.apple.com/quicktime/download/

Expectations

Course Week:

Our course week will begin on Monday, May 22, 2017.

Log-in Frequency:

Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least [4] times per week.

Participation:

Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.

Technical Competence:

Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.

Technical Issues:

Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.

Workload:

Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.

Instructor Support:

Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

Netiquette:

The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

Accommodations:

Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services

Learner Outcomes

The following Virginia Department of Education competencies will be addressed by this course as they relate to students with severe disabilities (Special Education Adapted Curriculum K-12):

1. Human growth and development (birth through adolescence). Skills in this area shall contribute to an understanding of the physical, social, emotional, speech and language, and intellectual development of children and the ability to use this understanding in guiding learning experiences. The interaction of children with individual differences -- economic, social, racial, ethnic, religious, physical, and mental -- should be incorporated to include skills contributing to an understanding of developmental disabilities and developmental issues related to but not limited to attention deficit disorders, substance abuse, child abuse, and family disruptions.
2. An understanding and application of service delivery, curriculum, and instruction of students with disabilities including: -Use of technology to promote student learning; and -Structure and organization of general education classrooms and other instructional settings, representing the continuum of special education services.
3. Knowledge and understanding of the characteristics, learning and support needs of K-12 students with disabilities whose cognitive impairments or adapted skills require adaptations to the general curriculum. This includes intellectual disabilities, developmental delay, autism, multiple disabilities, traumatic brain injury and the emotional, social, neurobiological, linguistic, medical, and educational aspects of severe disabilities based upon current research, best practice and legal considerations;
4. Child abuse recognition and prevention, and issues and strategies unique to working with students with disabilities.

Course Relationship to Program Goals and Professional Organizations

This course is part of The Virginia Consortium for Teacher Preparation in Special Education Adapted Curriculum, a grant from the Virginia Department of Education that includes George Mason University, Virginia Commonwealth University, Radford University, Norfolk State University, Old Dominion University, and James Madison University. Through the completion of the Adapted Curriculum Consortium program, students are eligible for teacher licensure in the Commonwealth of Virginia in the area of Special Education – Adapted 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, as well as those established by the Interstate Teacher Assessment and Support consortium (InTASC). The standards addressed in this class include CEC Standard 1: Learner Development and Individual Learning Differences (nTASC 1,2); CEC Standard 3: Curricular Content Knowledge (InTASC 4,5) & CEC Standard 6: Professional Learning and Ethical Practice (InTASC 9).

Required Textbooks

Westling, D. L., Brown, F., Hughes, C., Quirk, C., & Ryndak, D. (2015). *Teaching Students with Severe Disabilities (5th Edition)*. Pearson.

Agran, M., Brown, F., Hughes, C., Quirk, C. & Ryndak, D. (2014). *Equity & full participation for individuals with severe disabilities: A vision for the future*. Baltimore: Paul H. Brookes.

Recommended Textbooks

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Additional Readings

All additional readings will be posted on Blackboard.

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

Tk20 Performance-Based Assessment Submission Requirement

It is critical for the special education program to collect data on how our students are meeting accreditation standards. Every teacher candidate/student registered for an EDSE course with a required Performance-based Assessment (PBA) is required to upload the PBA to Tk20 (regardless of whether a course is an elective, a one-time course or part of an undergraduate minor). A PBA is a specific assignment, presentation, or project that best demonstrates one or more CEC, InTASC or other standard connected to the course. A PBA is evaluated in two ways. The first is for a grade, based on the instructor's grading rubric. The second is for program accreditation purposes. Your instructor will provide directions as to how to upload the PBA to Tk20.

For EDSE 547, the required PBA is Disability Case Study. Failure to submit the assignment to Tk20 will result in reporting the course grade as Incomplete (IN). Teacher candidates/students have until five days prior to the University-stated grade change deadline to upload the required PBA in order to change the course grade. When the PBA is uploaded, the teacher candidate/student is required to notify the instructor so that the "IN" can be changed to a grade. If the required PBA is not uploaded five days prior to the University-stated grade change deadline and, therefore, the grade not changed, it will become an F. Please check to verify your ability to upload items to Tk20 before the PBA due date.

Assignments and/or Examinations

Performance-based Assessment (Tk20 submission required)

The performance-based assessment for this course is the *Disability Case Study*. Please see the *Course Assignments* section for assignment description.

Students must also submit the Child Abuse and Neglect Module to Blackboard. Please see the *Course Assignments* section for assignment description.

Course Assignments

Child Abuse Recognition and Training Module (40 points)

All students must complete the online child abuse recognition training module available at http://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html

Certificate of completion is due by uploading it on Blackboard.

Reading Checks (30 points... 5 points each)

Reading Checks that accompany your reading are to be completed based on the assigned reading each week. Reading Checks will be four multiple-choice questions that will be completed via Blackboard. These are due by Thursday of each week (see due dates below). You should plan to complete the reading before completing the Reading Checks. *Reading Checks are open book, however they are not open-internet or open-peers.* Working together on Reading Checks will be considered an honor code violation.

Group Study Guides (Questions for Study and Reflection; 60 points... 10 points each)

You have been assigned to a group of not more than five students. You are to work with the students in your group to complete the “Group Study Guides” assigned for each week. These are due by Friday at the end of the week in which those chapters are assigned (see below). You will type your group’s answers in one word document and turn these in via the Assignment Submission page on Blackboard. You should plan to complete the reading before completing the study guides. Grades will be assigned to the group as a whole. Participating on the study guide is required to receive the points, however it is up to each group to decide how to approach this. At the end of the semester, group members will have an opportunity to rate one another’s performance and participation in the group (see Group Participation below).

Group Participation (15 points)

Each group member is required to complete the Peer Rating Survey, which rate each group members’ participation on assigned activities throughout the semester. In order to receive your Group Participation points, you must complete the survey regarding each other member in your group and yourself.

Disability Study (125 points)

Students will work individually to develop a paper related to a specific disability. In this paper, students will provide an overview of the specified disability as well as discussion as to how the specified disability impacts families, and what cultural differences must be addressed; a description of the complex needs of individuals with this disorder/disability, a presentation of a range of special education and community-based supports and services that are needed to maximize their achievement and capacity; and a discussion of the impact of the disability on normal growth and development and the ability to learn, interact socially and live is fulfilled contributing members of the community. See Disability Study Assignment Sheet for more details. *Students are required to have their disability topic*

approved by the instructor prior to completion of the activity (to prevent each student from choosing the same disability category).

Discussion Boards

Graduates (30 points... 5 points each)

One activity per week will be posted, students are expected to complete the activity and post their completed activity on the designated discussion board. Some weeks include a commentary component as well where students are expected to comment on one other person's post per week. These assignments need to be completed each week by the assigned due date at midnight. Five points are awarded for each weekly activity, including responding to others' posts as specified in the weekly assignment.

Undergraduates (30 points... 10 points each; Complete 1, 3, & 5 ONLY)

One activity every other week will be posted (undergraduates complete discussion board posts 1, 3, & 5, students are expected to complete the activity and post their completed activity on the designated discussion board. Some weeks include a commentary component as well where students are expected to comment on one other person's post per week. These assignments need to be completed each week by the assigned due date at midnight. Ten points are awarded for each weekly activity, including responding to others' posts as specified in the weekly assignment.

Undergraduates are still expected to read the discussions for other weeks, specifically the final discussion post which will assist in preparation for the final exam.

Final Exam (100 points)

You will have one final exam, covering the assigned readings and class session content.

The final exam is in the form of 50 multiple-choice (2 points each). The final is timed and you have 2 hours to complete it. No make-up exams will be allowed. If you know you have a conflict on an exam day, you MUST contact me prior to the exam and I will release it for you early.

The final exam serves as a Key Performance Assessment in the Adapted Curriculum EXED program at JMU for EXED. Read about the Key Performance Assessment below. An integral part of the Exceptional Education program is evaluating each student's progress through the use of Key Performance Assessments. The Key Performance Assessment for this course consists of a multiple-choice test of content across the specific disability areas of the course and best practices in teaching and planning for these students. An intervention plan will be developed for any student whose score falls below a criterion of 80% mastery as demonstrated by their overall score on the Key Assessment.

****No additional extra credit assignments will be made available.**

Professional Quality

All work should be completed neatly and of professional quality (i.e., no errors in grammar or spelling and no typos). Directions for assignments should be carefully followed. If you do not understand the requirements of an assignment, it is your responsibility to contact me prior to the session in which the assignment is due. Points will be deducted if assignments are not completed with professional quality or if they do not meet requirements.

All assignments must be proofed for grammatical and spelling errors prior to submission for a grade. *There will be a 5% point deduction (of received points) for an assignment with more than 5 grammatical and spelling errors.* If you know you have problems with spelling and grammar, I recommend you use a dictionary to check your spelling and use any of the following means to check your grammar: (a) ask a friend who is a good proof reader to proof your work before turning it in for grading, (b) consult a grammar web site (<http://www.drgrammar.org/>; <http://ccc.commnet.edu/grammar/>), or (c) make an appointment at the University Writing Center.

Additional Questions/Concerns: Any student having additional questions or concerns about the course content or assignments are encouraged to contact the instructor via email, visiting during office hours, or making an appointment. The instructor is committed to working with students to ensure that mastery of content is met; however, students are ultimately responsible for demonstrating mastery.

Course Policies and Expectations

Attendance/Participation

Communication

Feel free to contact me by e-mail or by phone. Email will be checked daily on weekdays, but please be advised that it may take up to one to two business days to receive a response via email. It is wise to peruse all assignments at least one week before they are due and ask any questions you may have prior to beginning work. You are expected to use correct grammar, spelling, and professional writing in all e-mail and written communication, as these are critical skills for all professionals to demonstrate.

****If your question is regarding course content or is an assignment clarification that is relevant to the entire class, please post it in the questions forum, where I will respond. This will allow other students to benefit from the question and response. Also, please be in the habit of checking this section first to see if your question has already been answered. However, if your question is personal (e.g., you need to schedule a make-up quiz, or your dog ate your homework), please email or call me directly (or if you are simply not comfortable asking your question in a public forum, this is fine as well).**

Late Work

You are expected to submit assignments on the established due dates, and you are expected to take the final, etc. at the scheduled times. Late or incomplete submissions of work will result in a deduction of 33.3% of the possible total points for that assignment (1/3 of the points). An assignment is considered late after the posted due date and time. Any late assignment must be turned in within 48 hours after it is due to be graded. Students should email the instructor to notify of any late assignments being submitted.

Graduate Grading Scale

Your Grade \geq 360	A
Your Grade \geq 320	B
Your Grade \geq 280	C
Your grade is below 280	F

Undergraduate Grading Scale

Your Grade \geq 360	A
Your Grade \geq 320	B
Your Grade \geq 280	C
Your Grade \geq 240	D
Your grade is below 240	F

Professional Dispositions

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

Core Values Commitment

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

Class Schedule

*Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Date	Topic	Readings	Assignments Due
5/22 – 5/26	Course Introduction	Syllabus and Syllabus Welcome Video	5/26: Child Abuse Training Due
5/29 – 6/2	Introduction: History & Characteristics	Agran Chapters 1 & 2 Westling Chapters 1 & 2	6/1: Reading Check 1 6/2: Group SG 1 & Discussion Board 1
6/5 – 6/9	Advocacy & Collaboration	Agran Chapters 3, 4, 5 Westling Chapter 4	6/8: Reading Check 2 6/9: Group SG 2 & Discussion Board 2
6/12 – 6/16	Early Intervention	Agran Chapters 7 & 8 Westling Chapters 10 & 20	6/15: Reading Check 3 6/16: Group SG 3 & Discussion Board 3
6/19 – 6/23	Preparing to Teach	Westling Chapters 3, 5, & 6	6/22: Reading Check 4 6/23: Group SG 4 & Discussion Board 4 6/23: Disability Study Due
6/26 – 6/30	Instructional Considerations	Westling Chapters 7, 8, 9, & 19	6/29: Reading Check 5 6/30: Group SG 5 & Discussion Board 5
7/3 – 7/7	Transition to Adulthood	Agran Chapters 13, 14, 15, 16, & 17	7/6: Reading Check 6 7/7: Group SG 6 & Discussion Board 6
7/10 – 7/14	Wrapping Up and Final	Prepare for Final Exam (both texts, quiz review sheet, quiz review discussion board)	7/14: Peer Rating Survey 7/14: Final Exam

Assessment Rubric(s)

Disability Case Study Assessment Rubric

	Does Not Meet Expectations 1	Meets Expectations 2	Exceeds Expectations 3
Disability Overview & Etiology CEC/IIC Standards 1	Candidate's description of definitions and characteristics of learners with moderate to severe exceptionalities including typical and atypical development in cognitive, physical and sensory functioning is limited.	Candidate provides definitions and characteristics of learners with moderate to severe exceptionalities including typical and atypical development in cognitive, physical and sensory functioning.	Candidate provides definitions and characteristics of learners with moderate to severe exceptionalities including typical and atypical development in cognitive, physical and sensory functioning. In addition, candidate discusses the effect of the exceptionality across the student's lifespan.
Disability Overview & Etiology CEC/IIC Standards 1	Candidate partially identifies etiologies and medical complication and the discussion related to the implications of conditions related to learners with moderate to severe exceptionalities and discusses the impact those conditions can have on a learner's life is limited.	Candidate identifies etiologies and medical complication and implications of conditions related to learners with moderate to severe exceptionalities and discusses the impact those conditions can have on a learner's life.	Candidate identifies etiologies and medical complication and implications of conditions related to learners with moderate to severe exceptionalities and discusses the impact those conditions can have on a learner's life including psychological and social-emotional characteristics of individuals with exceptionalities.
Disability Overview & Etiology CEC/IIC Standards 6	Candidate discusses issues related to the identification of learners with moderate to severe exceptionalities, however does not identify issues related to those from culturally and linguistically diverse backgrounds.	Candidate discusses issues related to the identification of learners with moderate to severe exceptionalities including those from culturally and linguistically diverse backgrounds.	Candidate discusses issues related to the identification of learners with moderate to severe exceptionalities including those from culturally and linguistically diverse backgrounds and how those issues effect placement and services available for students with exceptionalities.
Impact on Families CEC/IIC Standards 6	Candidate's discussion of the impact of learners with moderate to severe exceptionalities on family systems and the role of	Candidate discusses the impact of learners with moderate to severe exceptionalities on family systems and the role of	Candidate discusses the impact of learners with moderate to severe exceptionalities on family systems and the role of

	Does Not Meet Expectations 1	Meets Expectations 2	Exceeds Expectations 3
	families in supporting development within the educational process is limited. Candidate's discussion of the impact of differences in values, languages, and customs that can exist between the home and school as well as the effect of personal cultural biases and differences that affect one's teaching is limited.	families in supporting development within the educational process. Candidate discusses the impact of differences in values, languages, and customs that can exist between the home and school as well as the effect of personal cultural biases and differences that affect one's teaching	families in supporting development within the educational process. Candidate discusses the impact of differences in values, languages, and customs that can exist between the home and school as well as the effect of personal cultural biases and differences that affect one's teaching. In addition, candidate discusses their own cultural biases and differences that affect their teaching.
Educational Issues CEC/IIC Standards 6	Candidate partially identifies continuum of placement and services available for learners with moderate to severe exceptionalities.	Candidate identifies the continuum of placement and services available for learners with moderate to severe exceptionalities.	Candidate identifies the continuum of placement and services available for learners with moderate to severe exceptionalities with consideration to the models, theories, and philosophies that form the basis of special education practice.
Educational Issues CEC/IIC Standards 5	Candidate fails to relate levels of support to the specific needs of learners moderate to severe exceptionalities to support them within the least restrictive environment.	Candidate relates levels of support to the needs of learners moderate to severe exceptionalities to support them within the least restrictive environment.	Candidate relates levels of support to the specific needs of learners moderate to severe exceptionalities to support them within the least restrictive environment. Candidate discusses specialized materials, curricula, and resources for learners with exceptionalities.
Educational Issues CEC/IIC Standards 1	Candidate's discussion of the educational implications of characteristics of learners with moderate to severe exceptionalities is limited and only partially identifies strategies to support learners including those from	Candidate discusses the educational implications of characteristics of learners with moderate to severe exceptionalities and identifies strategies to support learners including those from culturally diverse backgrounds.	Candidate discusses the educational implications of characteristics of learners with moderate to severe exceptionalities and identifies several evidence-based strategies to support learners including those

	Does Not Meet Expectations 1	Meets Expectations 2	Exceeds Expectations 3
	culturally diverse backgrounds.		from culturally diverse backgrounds.
Legal Issues CEC/IIC Standard 6	Candidate's discussion of the impact of the legal, judicial, and educational systems on the rights of learners with moderate to severe exceptionalities is limited.	Candidate discusses the impact the legal, judicial, and educational systems on the rights of learners with moderate to severe exceptionalities.	Candidate discusses the impact of various legal, judicial, and educational systems on the rights of learners with moderate to severe exceptionalities.
Family Resources CEC/IIC Standard 6 & 7	Candidate accesses information but identifies limited sources of unique services, networks, and organizations that may not specifically support families and learners with moderate to severe exceptionalities. Candidate's discussion of the roles of professional groups and referral agencies in identifying, assessing, and providing services to learners with moderate to severe exceptionalities is limited.	Candidate accesses information to identify sources of unique services, networks, and organizations to support families and learners with moderate to severe exceptionalities. Candidate discusses roles of professional groups and referral agencies in identifying, assessing, and providing services to learners with moderate to severe exceptionalities.	Candidate accesses information to identify and evaluate a range of unique services, networks, and organizations to specifically targeted to support families and learners with moderate to severe exceptionalities. Candidate discusses roles of professional groups and referral agencies in identifying, assessing, and providing services to learners with moderate to severe exceptionalities.
Professional Resources CEC/IIC Standard 6	Candidate accesses information but identifies limited professional organizations and publications reporting current research-validated practices that may not be specifically relevant to learners with moderate to severe exceptionalities.	Candidate accesses information to identify professional organizations and publications reporting current research-validated practices relevant to learners with moderate to severe exceptionalities.	Candidate accesses information to identify a range of professional organizations and publications reporting current research-validated practices specifically targeted to learners with moderate to severe exceptionalities.

ADAPTED CONSORTIUM SYLLABUS STATEMENTS AND POLICIES

Honor Code

Each university has its own honor code and it is important for you to review the honor code at your university. However, all students taking this course, regardless of the university they are enrolled in, are expected to follow this honor code and may be asked to pledge all assignments and their exam to indicate that they have followed the honor code. A pledge means that you have not cheated or plagiarized, nor have you given or received assistance that violated the description of how assignments are to be completed for this course. The shortened version may be used: “Pledged” followed by the date and your full name (typed “signatures” will be OK for assignments/tests submitted electronically).

Students at all universities pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.” Work submitted must be your own or with proper citations

A complete copy of each university’s Honor System document is available through

GMU: <http://oai.gmu.edu/the-mason-honor-code/>

VCU: www.students.vcu.edu/rg/policies/rg7honor.html.

Radford: http://www.radford.edu/~dos-web/handbook02-03/Honor_Code.pdf

NSU: http://www.nsu.edu/student_judicial/policy.html

JMU: <http://www.jmu.edu/honor/code.shtml>

ODU: <https://www.odu.edu/about/monarchcitizenship/student-conduct>

Accommodations for Disability

At all the participating universities, accommodations can be made with the instructor if a student has a documented disability. University specific information regarding eligibility, services and accommodations can be found at:

GMU: <http://www.gmu.edu/student/drc/>

VCU: <http://www.students.vcu.edu/dss/index.html>

Radford: <http://www.radford.edu/~dro/>

NSU: <http://www.nsu.edu/disabilityservices/index.html>

JMU: <https://www.jmu.edu/ods/>

ODU: <https://www.odu.edu/life/diversity/accessibility>

Course Materials

This course gives you access to PowerPoint files, class lecture notes, handouts, and copyrighted articles. All of these materials should be regarded as authored materials, which if used or referred to must be fully credited through reference to the author, the class, and date. If used beyond citation, permission of the instructor/author is required.

Technology Proficiencies

All students participating in this course are expected to be proficient in several technology skills. Students are expected to be proficient in using the Internet and have reliable and consistent Internet access. Students are expected to have an active university email account and to check email regularly. This course requires students to use Blackboard, which is our online course management system located at <http://mymason.gmu.edu> under the **COURSES** tab.

Students are expected to login to this system frequently and be proficient in using its features. Students are expected to be proficient in using the computer, which includes downloading and saving files, typing, and word processing skills. Students participating in this course are expected to use Microsoft Word for all written assignments. Furthermore, students are expected to use Microsoft PowerPoint and Adobe Acrobat Reader for class documents located on the Blackboard website.

Blackboard Access and Non-Mason Students

NON GMU students will be required to activate and utilize their GMU login credentials to access Blackboard. NEW students this semester should have received an email with activation directions from Marci Kinas Jerome. Any questions please contact Marci Kinas Jerome, mkinas@gmu.edu. Passwords must be reset every 6 months. If students do not receive the change password email request, they will need to request a password reset if they can no longer login. Students can reset their password at <https://password.gmu.edu>

GMU Email and Non-Mason Students

NON GMU students will be required to activate their GMU email account and either check the account regularly or forward their mail to their home university account. By default all accounts in the Blackboard system are GMU accounts. Directions for activating your GMU email account can be found at: <http://masonlive2.gmu.edu/instructions.cfm> and directions for forwarding your mail are located at: <http://masonlive2.gmu.edu/tutorials/forwardemail.cfm>

Blackboard Assistance

This course requires that you be a regular email user and be able to use various features of Blackboard (sign on, download materials, hand in completed assignments electronically through the assignment submission link). You may direct your questions about Blackboard to Marci Kinas Jerome (mkinas@gmu.edu). She will be the best resource.

Policies and Resources Specific to GMU Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason 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.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).
- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk2ohelp@gmu.edu or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursessupport.gmu.edu/>.
- The 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/>).
- The 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/>.) to enhance students' personal experience and academic performance (see <http://caps.gmu.edu/>).
- The Student Support & Advocacy Center staff helps students develop and maintain healthy lifestyles through confidential one-on-one support as well as through interactive programs and resources. Some of the topics they address are healthy relationships, stress management, nutrition, sexual assault, drug and alcohol use, and sexual health (see <http://ssac.gmu.edu/>). Students in need of these services may contact the office by phone at 703-993-3686. Concerned students, faculty and staff may also make a referral to express concern for the safety or well-being of a Mason student or the community by going to

<http://ssac.gmu.edu/make-a-referral/>.

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/>.