

# VIRGINIA CONSORTIUM FOR TEACHER PREPARATION IN SPECIAL EDUCATION ADAPTED CURRICULUM

Spring 2020  
Communication and Severe Disabilities, 3 Credits

## Consortium Titles

- George Mason University: EDSE 534 Communication and Severe Disabilities
  - EDSE 434 DL1: CRN: 18049
  - EDSE 534 DL1: CRN: 18045; EDSE 534 6U1: CRN: 22098; EDSE 534 6Y1: CRN: 22134; EDSE 534 663: CRN: 23680
- Virginia Commonwealth University: SEDP 600 Communication for Students with Severe Disabilities
- Radford University: EDSP 667 Communication & Severe Disabilities
- Norfolk State University: SPE 643 Communication Development for Individuals with Severe Disabilities
- Old Dominion University: SPED 673 Communication and Severe Disabilities
- James Madison University: EXED 602: Communication, Language and Sensory issues in ASD

<b>Primary Instructor:</b> Dr. Meghan Betz <b>Additional Instructor:</b> Mr. Reed Senter	<b>Meeting Dates:</b> 1/21/2020 – 4/30/2020
<b>Phone:</b> (571) 814-0557 (Dr. Betz)	<b>Meeting Day(s):</b> Net
<b>E-Mail:</b> <a href="mailto:mbetz1@gmu.edu">mbetz1@gmu.edu</a> <a href="mailto:senterr@vcu.edu">senterr@vcu.edu</a>	<b>Meeting Time(s):</b> Asynchronous
<b>Office Hours:</b> By appointment	<b>Meeting Location:</b> N/A; Online
<b>Office Location:</b> Virtual	<b>Instructing University:</b> GMU

- ❖ **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

## GMU Course Description

Introduces professionals to augmentative and alternative communication (AAC) for individuals with severe speech and language impairments. Addresses the knowledge and skills needed to assess the potential AAC user, make team decisions, develop and implement instruction, and evaluate the effects of instruction aimed at motivating, building, and expanding communication, choice-making, and social interaction.

## **Advising Contact Information**

Please make sure that you are being advised on a regular basis as to your status and progress in your program. Students in Special Education and Assistive Technology programs can contact the Special Education Advising Office at 703-993-3670 or [speced@gmu.edu](mailto:speced@gmu.edu) for assistance. All other students should refer to their assigned program advisor or the Mason Care Network (703-993-2470).

## **Course Delivery Method**

Learning activities include the following:

1. Learning module lectures, discussion, activities, and participation
2. Software and hardware demonstrations
3. Video and other media supports
4. Group and independent laboratory exploration activities
5. Class presentations

This course will be delivered online (76% or more) using an asynchronous format via the 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 Tuesday, January 21, 2020.

**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 standard up-to-date browsers. To get a list of Blackboard's supported browsers see: [https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#supported-browsers](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers)
- To get a list of supported operation systems on different devices see: [https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#tested-devices-and-operating-systems](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems)
- Students must maintain consistent and reliable access to their university 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://support.microsoft.com/en-us/help/14209/get-windows-media-player>
- Apple Quick Time Player: [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

### *Expectations*

- Course Week: Because asynchronous courses do not have a “fixed” meeting day, our week will typically start on Monday, and work will be due on the following Tuesday (8 days).
- 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 2 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 ensure accessibility must be registered with George Mason University Disability Services or their university's equivalent.

## **Learner Outcomes**

Upon completion of this course, teacher candidates/students will be able to:

1. Identify characteristics of non-symbolic and symbolic communication
2. Describe and discuss methods for assessment, identification of priorities, and monitoring progress of individuals with communication impairments.
3. Discuss and evaluate the range of augmentative and alternative communication devices and systems/assistive technology available for individuals with severe disabilities.
4. Implement assessment strategies to improve students' social interaction with peers and others.
5. Implement communication/AAC/AT assessment strategies to develop and implement individual educational planning and group instruction with students with disabilities in an adapted curriculum across the K-12 grade levels.
6. Understand and identify behaviors associated with communication.
7. Describe language development and emergent literacy skills for students who use augmentative and alternative communication devices and systems/assistive technology.
8. Identify and implement strategies and activities that foster an appreciation of a variety of literature and independent reading for students who use augmentative and alternative communication devices and systems/assistive technology.
9. Demonstrate knowledge of best practices and strategies in reading instruction for students with severe disabilities for students who use augmentative and alternative communication devices and systems/assistive technology.

## **Professional Standards**

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. (Council for Exceptional Children (CEC), Interstate Teacher Assessment and Support Consortium (InTASC). Upon completion of this course, students will have met the following professional standards: CEC Standard 5: Instructional Planning and Strategies (InTASC 7,8).

## **Required Textbooks**

Beukelman, D. R. & Mirenda, P. (2013). *Augmentative and alternative communication: Supporting children and adults with complex communication needs* (4th ed.). Baltimore: Paul H. Brookes.

## **Recommended Textbooks**

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

Bugaj, C.R. (2018). *The new assistive tech: Making learning awesome for all*. Portland: International Society for Technology in Education.

## **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 534, the required PBA is (NO ASSESSMENT REQUIRED FOR THIS COURSE). 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)**

None

### **College Wide Common Assessment (TK20 submission required)**

None

### **Performance-based Common Assignments (No Tk20 submission required)**

None

## **Course Assignments**

### **1. Weekly Learning Modules (14 Modules @ 30 points each)**

All modules will open on the specified Monday at 9:00am and all work must be submitted by the following Tuesday by 11:59 pm. Within any learning module, students will be presented with a series of activities. Some activities such as viewing a video or reading a chapter in the textbook are categorized as “Read/View”. Other activities such as taking a quiz are categorized as “Complete”. All activities identified as “Complete” must be submitted on-time and be of satisfactory quality to receive full credit. Please note that while “Read/View” activities are not “graded”, access to them is being tracked through Blackboard and the content is assessed through additional course assignments.

**Undergraduate differentiation: When specified within a particular module, undergraduates may be directed to complete a different or modified assignment. In particular, undergraduates will not be expected to complete research activities at the same level as graduate students.**

Please plan accordingly. *Best practices will have you open the module on Monday to review the content and check the assignments. Then, pace and participate accordingly for the rest of the week.* All modules will be worth 30 points and the tasks will be listed on the first screen of each module.

2. **Communication Board Development, Use, & Reflecton (170 points)**

Using the strategies and procedures reviewed in class, students will create 2 communication boards for their own use. Students will actually use each board for a minimum of 2 hours (the original board for one hour; their revised board for a different hour) in a setting of their choosing and will then write a reflection on his or her experiences and impressions

**Part One- 85 points**

- a. ***Communication Board Creation:*** You will create a communication board as a task in Module 3.
- b. ***Board Use:*** Using the board you have designed, you will participate in a personal activity of your choice such as dinner with your family, game night with friends, etc. The activity must occur with other people. You will use your board for at least one hour. Remember, although you are expected to use your Communication Board, you can and should be using multimodal communication during the activity. However, you may not SPEAK, WRITE, TYPE, or TEXT during this activity). You'll submit a reflection on this first part of the assignment.
- c. ***Reflection:*** Upon completion of the activity, you will write a 2 page reflection that addresses the following questions:
  1. How is your board set up? Why did you arrange it in the way that you did? Did you change your board from the module assignment? Why or why not?
  2. What was your experience like? How did you interact with those around you? How was it similar and different to the way you typically interact with them?
  3. Describe any communication breakdowns.
  4. How will you alter your board for part 2?
- d. ***Submission:*** Submit your Core Communication Board and reflection on PART 1 on Blackboard. **\*\*\*\*Note: You are the “student” referenced in this assignment. YOU are to use the board you create. You are NOT creating a board for a school-aged student to use.\*\*\***

**Part Two- 85 points**

- a. **Communication Board Creation:** Starting with the communication board designed in part one, alter or improve the board as you choose based on your experience, new knowledge, and instructor feedback.
- b. **Board Use:** Using the board you have designed, you will participate in a personal activity of your choice (preferably what you did in Part One) such as dinner with your family, game night with friends, etc. The activity must occur with other people. You will use your board for at least one hour. Remember, although you are expected to use your Core Communication Board, you can and should be using multimodal communication during the activity. However, you may not SPEAK, WRITE, TYPE, or TEXT during this activity). You'll submit
- c. **Reflection:** Upon completion of the activity, you will write a 2 page reflection that addresses the following questions:
  - 1. How is your board set up? How did you change your board from part one? Why did you make those changes?
  - 2. What was your experience like? Was it more or less comfortable than in Part One? Comparing Part One and Part Two, how did your communication change?
  - 3. How does this experience (Parts One and Two) inform your teaching? What will you do differently? What hadn't you considered before?
- d. **Submission:** Submit your Core Communication Board and reflection on PART 1 on Blackboard. **\*\*\*\*Note: You are the "student" referenced in this assignment. YOU are to use the board you create. You are NOT creating a board for a school-aged student to use.\*\*\***

3. **Case Study System Development (170 points)**

You will be assigned a case study of an individual who has complex communication needs. You will develop a communication system combining low and high tech that will address the communication needs of the student across environments and across the day. This includes transitions (e.g., on the bus, in the hall), daily routines (e.g., lunch), and academic instruction.

- a. **Design the system:** Design a system that addresses your assigned student's unique communication needs. You'll need to consider such factors as the individual's physical access needs, environmental considerations, age appropriateness, ease of use, and the ability to be clearly understood by others. You will consider what you've learned in class and your readings to determine symbol selection, physical design, and materials. \*\*\*Look ahead to your final major assignment, the System Development and Application Project. You should plan to use this system for that project as well. \*\*\*

- b. **Create the System:** You will create the actual physical materials that you would use in your system. Be sure to include a fully designed system that addresses communication during transitions (e.g. on the bus, in the hall), daily routines (e.g., lunch), and academic instruction.
- c. **Present the System:** You will create a video presentation that you will share with your professor on Blackboard. The presentation should address the following topics to obtain full credit on this assignment.
  - 1. Description of your student
  - 2. An overview of all the components of your system
  - 3. A thorough rationale for your choices (i.e., symbol selection, physical access to and interactivity with the system, etc., referencing your text and other class readings)
  - 4. Demonstration of the materials you will use for transitions and academics

4. **System Development and Application Project (240 points)**

Based upon your work in the Case study system design, students will further develop their case study system and develop application for the system. Below is a project overview followed by detailed descriptions of each aspect of the project.

Project Overview:

- a. Paper: 6– 8 pages
- b. Fully developed communication system for use during academic (can be tweaked or used from case study system development)
- c. Fully developed communication system for use during transitions (can be tweaked or used from case study system development)
- d. Video highlights of one aspect of the system
- e. “What I learned” form

**Undergraduate differentiation: For this assignment, undergraduate students will be provided with literature regarding evidence-based practices as references for their paper. Graduate students will obtain their own supporting literature. See undergraduate/graduate assignment rubrics for further details.**

## **Course Policies and Expectations**

### **Attendance/Participation**

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

Grading for work completed in Learning Modules is specifically outlined in Weekly Learning Modules within the Other Assignments section of the syllabus.

Please note that while only certain learning elements are assessed through “grades”, the instructor can still assess student involvement and engagement using other measures. Blackboard enables the instructor to view such data as login dates, duration of time spent online, access to specific content elements, and more. The instructor will use this data along with course grades to ensure that students are actively engaged in the course. Students struggling to complete work on time or who appear to not be engaging fully with course content will be asked to conference with the instructor.

## **Late Work**

### Weekly Learning Modules

In fairness to students who make the effort to submit assignments on time, there will be progressive point reduction per day for late work within each learning module. Work that is submitted one day late will receive a 20% point reduction, work that is submitted two days late will receive a 30% point reduction, and work that is submitted 3 days late will receive a 50% point reduction. After three days past due, students will receive a 0 for any missing work within that learning module.

**ONE-TIME Extension:** The instructor recognizes that unexpected challenges may arise during the semester and, therefore, will allow students to request a one-time extension that they can apply to one Weekly Learning Module (Modules 1-13 only; not to any major assignments).

Students must request the extension by emailing the instructor (mbetz1@gmu.edu) **prior to the original due date**; requests made after 11:59pm on the specified due date will not be honored.

Students do not need to receive confirmation from the instructor to assume they have received this **ONE-TIME** extension; it will be automatic as long as it is the first request. The deadline for extended work will be Sunday of that week (i.e., 5 days late). All extensions will be tracked in the Blackboard gradebook.

\*\*\*After midnight Sunday, late module work will NOT be accepted.

### Major Course Assignments

In fairness to students who make the effort to submit assignments on time, there will be a 10% point reduction per day for late papers for up to 5 days. (For example, a 200-point assignment will lose 20 points per day) After 5 days, students will earn a 0 for the missed assignment. All assignments should reflect graduate-level spelling, syntax, and grammar. If you experience difficulties with the writing process you will need to document your work with your university Writing Center during this course to improve your skills. At the instructor’s discretion, students may be given the opportunity to resubmit an assignment. Resubmitted assignments are not eligible for full credit.

## Grading Scale

<u>Graduate</u>	<u>Undergraduate</u>
93-100% = A	93-100% = A
90-92% = A	90-92% = A-
87-89% = B+	87-89% = B+
80-86% = B	80-86% = B
70-79% = C	77-79% = C+
	74-76% = C
	70-73% = C-
	60-69% = D
	< 60% = F

**\*Note:** The George Mason University Honor Code will be strictly enforced (see <https://oai.gmu.edu/> and <https://catalog.gmu.edu/policies/honor-code-system/>). Students are responsible for reading and understanding the Code. “To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.” Work submitted must be your own new, original work for this course or with proper citations.

### Professional Dispositions

Students are expected to exhibit professional behaviors and dispositions at all times. See <https://cehd.gmu.edu/students/polices-procedures/>. Students are expected to exhibit professional behaviors and dispositions at all times. In the College of Education and Human Development, dispositions are formally and separately evaluated in at least two points in each student’s program – a self-evaluation at the start of their program, and a university supervisor’s evaluation during internship. In special education licensure programs, the self-evaluation is an online survey distributed via email upon program entry for graduate students and within initial courses (EDSE 241, EDSE 361, and EDSE 311) for undergraduate students. When dispositions are assessed, it is important that for areas where a positive disposition is ‘occasionally evident’ or ‘rarely evident,’ the student takes steps to grow as an educator. See <https://cehd.gmu.edu/epo/candidate-dispositions>.

### 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.

Module Week	Module Available*	Module Topic	Module Due**	Additional Assignments Due**
1	1/21	<ul style="list-style-type: none"> <li>Course Overview</li> <li>Introduction to Augmentative and Alternative Communication</li> <li>AAC assumptions</li> </ul>	1/28	
2	1/27	<ul style="list-style-type: none"> <li>Ways of Communication</li> </ul>	2/4	
3	2/3	<ul style="list-style-type: none"> <li>Core and Fringe</li> </ul>	2/11	
4	2/10	<ul style="list-style-type: none"> <li>Alternative Access</li> </ul>	2/18	
5	2/17	<ul style="list-style-type: none"> <li>Assessment</li> </ul>	2/25	Core Communication Board Assignment <u>PART ONE</u> Due 2/25
6	2/24	<ul style="list-style-type: none"> <li>Emergent AAC Strategies</li> <li>System development</li> <li></li> </ul>	3/3	
7	3/2	<ul style="list-style-type: none"> <li>Advanced AAC Strategies</li> <li>(Case Study Preference)</li> </ul>	3/17 *Spring Break*	Core Communication Board Assignment <u>PART TWO</u> Due 3/17
8	3/16	<ul style="list-style-type: none"> <li>Language Learning and Development</li> </ul>	3/24	
9	3/23	<ul style="list-style-type: none"> <li>Boardmaker Online</li> </ul>	3/31	
10	3/30	<ul style="list-style-type: none"> <li>AAC and Literacy Part 1</li> </ul>	4/7	
11	4/6	<ul style="list-style-type: none"> <li>AAC and Literacy Part 2</li> <li>AAC in the Educational Setting</li> </ul>	4/14	(4/14) Case Study Assignment Due
12	4/13	<ul style="list-style-type: none"> <li>AAC Device Exploration</li> </ul>	4/21	
13	4/20	<ul style="list-style-type: none"> <li>Trends in AAC</li> </ul>	4/28	
14	4/27	<ul style="list-style-type: none"> <li>AAC Research</li> </ul>	5/5	
	Presentations 4/30	Student Presentation on System Development and Application Project	5/2	System Development and Application project due.

## **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](http://www.students.vcu.edu/rg/policies/rg7honor.html).

Radford: [http://www.radford.edu/~dos-web/handbook02-03/Honor\\_Code.pdf](http://www.radford.edu/~dos-web/handbook02-03/Honor_Code.pdf)

NSU: [http://www.nsu.edu/student\\_judicial/policy.html](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>

### Student Support Resources

At all the participating universities, students have access to free counseling and support services. University specific information can be found at:

GMU: <https://caps.gmu.edu/>

VCU: <https://counseling.vcu.edu/>

Radford: <https://www.radford.edu/content/student-counseling/home.html>

NSU: <https://www.nsu.edu/Campus-Life/Services-Resources/Counseling-Center>

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

ODU: <https://www.odu.edu/counselingservices>

### 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](mailto: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](mailto:mkinas@gmu.edu)). She will be the best resource.

## Policies and Resources for GMU Students

### Policies

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/> ).
- 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 <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

### Campus Resources

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.

### Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

- As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at [703-380-1434](tel:703-380-1434) or Counseling and Psychological Services (CAPS) at [703-993-2380](tel:703-993-2380). You may also seek assistance from Mason’s Title IX Coordinator by calling [703-993-8730](tel:703-993-8730), or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>.
- For additional information on the College of Education and Human Development, please visit our website <http://cehd.gmu.edu/>.

### Appendix

#### Assessment Rubric(s)

See Blackboard.