



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

Spring 2023

EDSE 662 001: Consultation and Collaboration

CRN: 10517, 3 – Credits

<b>Instructor:</b> Dr. Erica Jones	<b>Meeting Dates:</b> 1/23/23 – 5/15/23
<b>Phone:</b> (703) 499-6233	<b>Meeting Day(s):</b> Monday
<b>E-Mail:</b> Ejones51@gmu.edu	<b>Meeting Time(s):</b> 7:20 pm – 10 pm
<b>Office Hours:</b>	<b>Meeting Location:</b> Fairfax; KH 17
<b>Office Location:</b> NA	<b>Other Phone:</b> NA

**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):**

Teaching licensure, or enrollment in graduate degree program in education.

**Co-requisite(s):**

None

**Course Description**

Provides professionals in special education, regular education, and related fields with knowledge and communication skills necessary for collaborative consultation and technical assistance to other educators and service providers.

**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).

**Advising Tip**

Did you know that to receive your teaching license you need to submit your request to VDOE? Depending on your situation, you can either submit your paperwork to VDOE through your

county HR office or through GMU. For instructions, visit <http://cehd.gmu.edu/teacher/instructions>.

### **Course Delivery Method**

Learning activities include the following:

1. Class lecture and discussion
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

### **Learner Outcomes**

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

1. Define collaboration, consultation, and teamwork and explain the essential characteristics of each;
2. Identify variables that may facilitate or constrain participation in collaboration, consultation, or teamwork settings;
3. Demonstrate communication skills of listening, avoiding communication roadblocks, dealing with resistance, being appropriately assertive, and resolving conflicts;
4. Apply problem-solving techniques in collaborating with professional colleagues, parents, and related and ancillary personnel to provide for students' learning and behavioral needs;
5. Develop self-assessment techniques for improving consultative and collaboration skills.
6. Plan activities that implement effective consultation and collaboration techniques.
7. Develop an Individualized Education Plan

### **Professional Standards**

(Council for Exceptional Children [CEC] and the Interstate Teacher Assessment and Support Consortium [InTASC]). Upon completion of this course, students will have met the following professional standards: CEC Standard 1: Learner Development and Individual Learning Differences (InTASC 1,2); CEC Standard 3: Curricular content knowledge (InTASC 4,5); CEC Standard 5: Instructional planning and strategies (InTASC 7,8); CEC Standard 6: Professional learning and ethical practice (InTASC 9) & CEC Standard 7: Collaboration (InTASC 10).

### **Evidence-Based Practices**

This course will incorporate the evidence-based practices (EBPs) relevant to communication, collaboration, and consultation. Evidence for the selected research-based practices is informed by meta-analysis, literature reviews/synthesis, the technical assistance networks which provide web-based resources, and the national organizations whose mission is to support students with disabilities. We address both promising and emerging practices in the field of special education. This course will provide opportunities for teacher candidates/students to take an active, decision-making role to thoughtfully select, modify, apply, and evaluate EBPs in order to improve outcomes for students with disabilities.

## **Required Texts**

Friend & Cook (2021, 9 ed.). *Interactions: Collaboration Skills for School Professionals* Boston, MA: Pearson. ISBN-13: 9780135752388 (ISBN is for print rental edition)

Gibb & Dyches (2016, 3<sup>rd</sup> ed.). *Guide to Writing Quality Individualized Education Programs* Boston, MA: Pearson. ISBN 9780133949520

## **Recommended Texts**

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

## **Course Performance Evaluation**

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

## **VIA 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 VIA/SLL (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 VIA/SLL.

For EDSE 662, the required PBA is Individualized Education Program Project. Please check to verify your ability to upload to VIA/SLL before the PBA due date.

## **Assignments and/or Examinations**

### **Performance-based Assessment (VIA submission required)**

Please see Blackboard. In the **Individualized Education Program** assignment/project. EDSE 662 candidates will demonstrate:

- Their abilities to develop the critical components of an Individualized Education Program (IEP) for a student with a mild to moderate exceptional learning need and
- Understanding of how these components come together to build a framework for the K-12 student subject's educational program.

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

Please see Blackboard. The EDSE 662 common assignment is the **Group Professional Development Presentation**. You will conduct a half-hour professional development presentation on a topic of choice to be confirmed by the instructor beforehand.

**Other Assignments**

**Code of Ethics Assignment (100 points)**

You will identify and develop a minimum of 10 professional ethics that you will strive to honor and abide by as you work in the field of special education and that represent your core values and beliefs about stakeholders, practices, and non-negotiables.

**Collaborative Learning Team (CLT) Assignments (100 points per assignment)**

- Chapter group presentation (Friend, 2021)
- Collaborative lesson plan on chapter for presentation
- Chapter topic position paper (5-10 pages) and position paper presentation

The position paper researches a topic from your group chapter. Included is a research review and topic discussion. This is a team effort with only 1 paper submission

**Chapter Review:** If not presenting, complete in-class chapter discussion questions (10 points each)

**Interview Summary Assignment (100 points)**

- Interview 1 special education teacher about their collaboration with colleagues (team, related service providers, administration, families, community resources).
- Interview questions and plan will be developed with your CLT
- Write a summary report (3 pages) about the interview and include questions/transcript

**Co-Teaching Lesson Plan Assignment (100 points)**

- Develop a class description and 1 co-teaching lesson plan using the given co-teaching template
- Review plan with your CLT
- Write a short summary (1 page) of how this plan will be accessible and beneficial to all students

**Assignment Summary**

CLT Assignments	300 points
Chapter Reviews	100 points
Interview Summary Assignment	100 points
Co-teaching Lesson Plan Assignment	100 points
Ethics Paper	100 points
Discussion Board	150
Total	750 Points

### **Student Evaluations of Teaching:**

The student evaluation of teaching, or SET, is an online course survey. You are strongly encouraged to complete this form for each course as this feedback helps instructors and administrators improve your class experiences. Towards the end of the course, you will receive email and Blackboard notifications when the evaluations open. Your anonymous and confidential feedback is only shared with instructors after final grades have been submitted. More information about the SET can be found on The Institute of Effectiveness and Planning website at <https://oiep.gmu.edu/set/>

### **Course Policies and Expectations**

#### **Attendance/Participation**

All course participants are granted one full *or* partial class session absence; however, all work is still due on Blackboard according to the course calendar. Class session participation points are not awarded if a teacher candidate/student has not attended class or misses more than one (1) hour. A second absence will result in the final grade dropping by 8 points. A third absence means the student cannot complete the class with a passing grade.

#### **Late Work**

**All assignments are required to be completed and submitted on time.**

For late submissions of assignments: 25% of the points will be deducted from your assignment grade for late submissions unless the professor has agreed to an extension (which may be used one time only and only for one assignment). The maximum extension is 7 days, after which the assignment is not awarded any points toward a final grade.

#### **Grading**

<b>Grade</b>	<b>%</b>
A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C	70-79
F	<70

**\*Note:** The George Mason University Honor Code will be strictly enforced. See [Academic Integrity Site \(https://oai.gmu.edu/\)](https://oai.gmu.edu/) and [Honor Code and System \(https://catalog.gmu.edu/policies/honor-code-system/\)](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 [Policies and Procedures \(https://cehd.gmu.edu/students/policies-procedures/\)](https://cehd.gmu.edu/students/policies-procedures/). Students are expected to exhibit professional behaviors and dispositions at all times. Professional dispositions are an essential function of a special educator’s job, indicating that these dispositions are critical to develop and assess in special education licensure programs. In the College of Education and Human Development, dispositions are formally and separately evaluated in at least three points in each student’s program – a self-evaluation at the start of their program, a self-evaluation at the mid-point of their program, and a university supervisor’s evaluation during internship. In special education graduate licensure programs, the initial self-evaluation is completed in a designated course (EDSE 501), the mid-point self-evaluation is completed in designated courses (EDSE 627, EDSE 661, and EDSE 616), and the internship evaluation is completed by instructors in EDSE 783, EDSE 784, and EDSE 785. In addition to these three designated evaluation times, instructors may complete instructor-rated disposition assessments other times throughout the program. When dispositions are assessed, it is important that for areas where a positive disposition is rated as “not proficient,” the student takes steps to grow as an educator. See <https://cehd.gmu.edu/epo/candidate-dispositions>.

### Class Schedule

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

<b>Class Session</b>	<b>Topic/Learning Experiences</b>	<b>Do This: Readings (complete <i>after</i> this session) and Assignments (to be turned in <i>on or before</i> this session)</b>
1/23	<b>Overview of Consultation, Collaboration, and Teamwork Collaborative Work Styles</b>	
1/30	<b>Communication and Legal IEP</b>	
2/6	<b>Active Listening &amp; PLAAF Forms</b>	<b>Friend and Cook Chapter 2 Group Presentation</b>
2/13	<b>Interviewing and IEP Goals</b>	<b>Ethics Paper Due</b>

		<b>Friend and Cook Chapter 3 Group Presentation</b>
2/20	<b>Group Problem Solving</b>	<b>Friend and Cook Chapter 4 Group presentation</b>
2/27	<b>Teams and IEP Services</b>	<b>Friend and Cook Chapter 5 Group presentation</b>
3/6	<b>Co-Teaching an IEP Accommodations</b>	<b>Friend and Cook Chapter 6 Group presentation</b>
3/13	<b>Consultation, Coaching, Mentors, &amp; IEP Assessment Page</b>	<b>Friend and Cook Chapter 7 Group presentation</b>
3/20	<b>Difficult Interactions and Discourses</b>	<b>Friend and Cook Chapter 8 Group presentation</b>
3/27	<b>Paraeducators and Classroom Management</b>	<b>Co-Teaching Lesson Plans</b>
4/3	<b>Collaboration with Families</b>	<b>Friend and Cook Chapter 9 Group presentation</b>
4/10	<b>Communication Awareness at IEPs</b>	<b>Friend and Cook Chapter 10 Group presentation</b>
4/17	<b>Community Collaboration, Early Intervention Services, &amp; Transition Services</b>	<b>Friend and Cook Chapter 11 Group presentation</b>
4/24	<b>Bringing it all Together</b>	<b>Friend and Cook Chapter 12 Group presentation</b>
5/1	<b>Collaborative IEPs</b>	<b>IEP Group Presentations (Gibb &amp; Dyches, 2016)</b>
5/8	<b>Leading and Collaborating on Change Efforts</b>	<b>Position Paper and Presentations</b>
5/15	<b>Presentations</b>	<b>IEP Project</b>

### **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: See [Core Values](http://cehd.gmu.edu/values/) (<http://cehd.gmu.edu/values/>).

### **GMU Policies and Resources for Students**

#### **Policies**

- Students must adhere to the guidelines of the Mason Honor Code. See [Honor Code and System](https://catalog.gmu.edu/policies/honor-code-system/) (<https://catalog.gmu.edu/policies/honor-code-system/>).

- Students must follow the university policy for Responsible Use of Computing. See [Responsible Use of Computing](http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/) (<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 [Disability Services](https://ds.gmu.edu/) (<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 VIA should be directed to [viahelp@gmu.edu](mailto:viahelp@gmu.edu) or <https://cehd.gmu.edu/aero/assessments>.
- Questions or concerns regarding use of Blackboard should be directed to [Blackboard Instructional Technology Support for Students](https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/) (<https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>).
- [Learning Services](mailto:learningservices@gmu.edu) ([learningservices@gmu.edu](mailto:learningservices@gmu.edu)) - Provides a variety of experience-based learning opportunities through which students explore a wide range of academic concerns. Services include support to students with learning differences, individual study strategy coaching, individualized programs of study, and referrals to tutoring resources. Presentations on a variety of academic topics such as time management, reading, and note taking are available to the university community. The programs are open to all George Mason University students free of charge.

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

As a faculty member, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, 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 the [Student Support and Advocacy Center \(SSAC\)](#) at 703-380-1434 or [Counseling and Psychological Services \(CAPS\)](#) at 703-993-2380. You may also seek assistance or support measures from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).

**For additional information on the College of Education and Human Development, please visit our website [College of Education and Human Development](http://cehd.gmu.edu/) (<http://cehd.gmu.edu/>).**



## Appendix

### Assessment Rubric(s)

<p>Present Levels of Performance</p> <p>CEC/IGC Standards 1&amp;4</p> <p>Candidate understands how exceptionalities may interact with development and learning and uses this knowledge to provide meaningful and challenging learning experiences for individuals with exceptionalities.</p> <p>Candidate uses multiple methods of assessment and data sources in making educational decisions.</p>	<p>Candidate writes a present levels of performance statement that:</p> <p>lacks consistent links to evaluations and assessments and/or</p> <p>fails to include educational implications of the student's exceptionality, and/or</p> <p>fails to consider variations in beliefs, traditions, and values across and within cultures.</p> <p>Candidate fails to demonstrate respect for the student by using biased and negative language.</p> <p>Candidate fails to show evidence of the similarities and differences between the student's development and typical human development.</p> <p>Candidate includes irrelevant information statements.</p>	<p>Candidate interprets information from formal and informal assessments to write appropriate, relevant present levels of performance statement with:</p> <p>clear links to evaluations and assessments (such as interviews, observations, standardized tests),</p> <p>description of educational implications of the characteristics of various exceptionalities, sensory impairments (as applicable), and</p> <p>description of variations in beliefs, traditions, and values across and within cultures (as applicable).</p> <p>Candidate uses unbiased and objective language.</p> <p>Candidate includes description of the similarities</p> <p>and differences between the student's development and typical human development.</p>	<p>Candidate interprets information from formal and informal assessments to write appropriate, relevant present levels of performance statement with:</p> <p>clear links to evaluations and assessments (such as interviews, observations, standardized tests),</p> <p>description of educational implications of the characteristics of various exceptionalities, sensory impairments (as applicable), and</p> <p>description of variations in beliefs, traditions, and values across and within cultures (as applicable).</p> <p>Candidate uses unbiased and objective language.</p> <p>Candidate includes description of the similarities and differences between the student's development and typical human development.</p> <p>Candidate describes strengths and areas in need of improvement in relation to Virginia Standards of Learning.</p>
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