



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

Summer 2024

EDSE 662: Consultation and Collaboration

Section: 680; CRN: 43562

3 – Credits

Instructor: Dr. Shanna Takacs	Meeting Dates: 5/14/24 – 7/16/24
Phone: 703-785-0311	Instructional Method: Mix of online synchronous and asynchronous instruction. The synchronous online virtual meetings will be supplemented with asynchronous coursework.
E-Mail: stakacs@gmu.edu	Meeting Day& Time: Tuesdays; 5 pm - 7:30 pm
Office Hours: virtual by appt	Meeting Location: N/A; Online

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 spiced@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

This course will be delivered online (76% or more) using synchronous and asynchronous instruction 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 Monday, May 13, 2024.

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: [Browser support](https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support) (https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support)
- 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 will need a headset microphone for use with the Blackboard Collaborate web conferencing tool.
- 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/): <https://get.adobe.com/reader/>
 - [Windows Media Player](https://support.microsoft.com/en-us/help/14209/get-windows-media-player): <https://support.microsoft.com/en-us/help/14209/get-windows-media-player>
 - [Apple Quick Time Player](http://www.apple.com/quicktime/download/): www.apple.com/quicktime/download/

Expectations

- **Course Week:** Our course week will begin on the day that our synchronous meetings (Tuesday) take place as indicated on the Schedule of Classes.
- **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 twice a week. In addition, students must log-in for all scheduled online synchronous meetings.
- **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. The instructor is available 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 Service.

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

Gibb & Dyches (2016, 3rd 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).

IA 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 the Individualized Education Program Project. Please check to verify your ability to upload to VIA/SLL before the PBA due date.

Assignments and/or Examinations

College Wide Common Assessment (VIA submission required)

Assignment 1: Individualized Education Program (40 points)

Assignments and/or Other Grading

Assignment 1: Individualized Education Program (40 points)

Assignment 2: Code of Ethics (20 points)

Assignment 3: Professional Development Presentation (30 points)

Assignment 4: Attendance and Participation (10 points)

ASSIGNMENT 1: Individualized Education Program (40pts)

The purpose of this assessment is to have candidates demonstrate knowledge of the individualized planning process required for the development of educational programs for students with mild to

moderate exceptional learning needs. Candidates will demonstrate their ability to develop the critical components of an Individualized Educational Program (IEP) that are legally sufficient and educationally appropriate for the described case study student. Candidates also will also demonstrate an understanding of how these components come together to build a framework for the student's educational program by writing a narrative that includes:

1. Justification for their decisions within the IEP,
2. Explanation of the collaborative process required.

Throughout the assignment it is critical to incorporate collaborative aspects of developing an IEP with stakeholders, including the student (as appropriate), family members, general educators, related service providers, school administrators, and other relevant parties. In continuously considering the collaborative aspects of the IEP process, candidates will participate in in-class cooperative learning opportunities, such as role-play exercises, and activities designed to prepare for the IEP product and writing of the narratives.

Step One: Choose a student: For this assignment, select a student who has recently gone through the eligibility process. You have access to the psychologist's report.

Step Two: Prepare and Write Your Case: Using the information available, create a narrative with the components identified below. Head each section of the document with the corresponding component. Within each indicated section or heading, include the component and a separate subheading for your rationale.

Component A: Present Level of Academic Achievement and Functional Performance (PLOP)
You may need to make up missing data!

Using all documentation available, gather info about the student that is relevant to the following areas:

1. Student Perspective: The strengths and concerns relevant to enhancing the education of the student as expressed by the student, when appropriate.
2. Parent/Guardian/Family Member Perspective: The strengths and concerns relevant to enhancing the education of the student as expressed by the parent(s)/guardian(s)/family member(s).
3. Evaluations: The results of the most recent evaluations of the student (educational, speech/language, psychological, OT/PT, social, etc.).
4. Assessments: The results of the student's performance on any general state or district-wide assessments, as appropriate.
5. Needs: The academic, developmental, and functional needs of the student.
6. Behavior: In the case of a child whose behavior impedes the student's learning or learning by others, consider interventions, support, and strategies to address that behavior (e.g., Positive Behavioral Interventions and Supports [PBIS]; Functional Behavioral Analysis [FBA]).
7. Limited English Proficiency: In the case of a student with limited English proficiency, consider the language needs of the student as those needs relate to the student's IEP.
8. Blind or Visually Impaired: In the case of a student who is blind or visually impaired, provide for instruction in Braille and the use of Braille unless the IEP Team determines, after an evaluation of

the student's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the student's future needs for instruction in Braille or the use of Braille), that instruction in Braille or the use of Braille is not appropriate for the student.

9. Communication (Including Deaf or Hard of Hearing): Consider the communication needs of the student and, in the case of a student who is deaf or hard of hearing, consider the student's language and communication mode, academic level, and full range of needs, including opportunities for direction instruction in the student's language and communication mode.
10. Assistive Technology: Consider whether or not the student needs assistive technology devices and services.

Develop a statement of the student's present levels of performance.

Include:

1. Description of the student's strengths with evidence from evaluations, assessments, and student/family member's perspectives,
2. Description of areas in need of improvement (needs/behavior) with evidence from evaluations, assessments, and student/family member's perspectives AND how performance differs from peers,
3. Educational implications of the student's:
 - a. Mild to moderate exceptionalities,
 - b. Sensory impairments (when applicable),
 - c. Variations in cultural beliefs, traditions, and values.

Component B: Measurable Annual Goals

1. Create at least 3 measurable annual goals for the student. The goals must be:
 - a) Based on the present level of performance statements and the student's needs.
 - b) Observable and measurable.
 - c) Age and ability appropriate.
 - d) Prioritized and based on the scope and sequence of the VA SOL.
 - e) Focused on increasing skills and/or positive behaviors.
 - f) Responsive to variations in beliefs, traditions, and values across cultures.
2. Rationale: Respond to the following questions:
 - a) How are these goals prioritized and age appropriate?
 - b) In what ways do these goals reflect the PLOPs?
 - c) In what ways do these goals show increasing skills and/or positive behavior for the student?
 - d) In what way are these goals responsive to any variations in beliefs, traditions, and values of the student or his/her family?

Component C: Short Term Objectives/Benchmarks

1. Write at least 2 *short-term objectives or benchmarks* for each annual goal. The objectives/benchmarks relate to the goal and are derived by breaking the annual goal down into smaller, achievable tasks. The criteria must be appropriate for the student and for performance of the task.
2. Each objective/benchmark should include:
 - a. Task,
 - b. Condition, and

c. Criterion.

3. Rationale: Respond to the following questions:
 - a) How are these short-term objectives based on sequential age and ability appropriate for individualized learning objectives?
 - b) How do these objectives relate to the annual goals?
 - c) How do these objectives include learner criteria that are appropriate to task performance? Justify
 - d) Do the objectives include statements of generalization and maintenance?

Component D: Services, Least Restrictive Environment, Placement

1. Identify and describe the student's placement on the continuum of services.
2. List and describe all appropriate programs, primary, and related services* that the student needs to appropriately participate in the students' least restrictive environment. Include a statement of:
 - a) What the service is (e.g., individual/small group instruction in 7th grade social studies; individual occupational therapy)
 - b) How often the services will occur (e.g., every day for 50 mins; once a month for 30 mins)
 - c) Duration of services, with start and end date (e.g., duration: 6 months; start date: 9/3/2013; end date: 2/3/2014)
 - d) Location of the service (e.g., XYZ school; Fairfax Hospital)
 - e) Setting of the service (e.g., self-contained classroom with special educator and assistant; occupational therapy room at local hospital)
 - f) Who will deliver the service (e.g., special educator; occupational therapist)
3. Indicate if the student is unable to participate in activities, even with support.
4. Rationale: Respond to the following questions:
 - a) Why did you choose the program and services you describe?
 - b) How do the primary, program, and related services consistently align with the areas of need based on the students PLOP?

For the purposes of this assignment:

- *Related services* include physical therapy, occupational therapy, speech-language pathology, social work, and other services.
- *Assistive Technology* may be one of the services considered for this assignment.

Component E: Participation in State Assessments

1. Describe the student's participation in state assessments. The assessment(s) noted, and participation levels described must reflect:
 - a) The impact that exceptionalities (including auditory and information processing skills) can have on an individual's testing abilities.
 - b) Consideration of due process rights, assurances, and issues related to assessment.
 - c) Accommodations, as appropriate, and described, if they are needed.
2. Rationale: Respond to the following questions,
 - a. What did you consider in selecting the appropriate levels of student participation in state assessments?
 - b. How are the student's participation levels specifically related to the PLOP, including any issues related to auditory and information process skills (as appropriate)?

- a. A quality written rationale includes consideration of the above and discusses how the levels of student participation in the selected state and district-wide assessments relate to present levels of performance. Use Virginia state assessments as your model.

Component F: Accommodations and Modifications

1. Describe the accommodations and/or modifications necessary to individualize instruction to provide meaningful and challenging learning for the student that:

- a) are based on the present levels of performance assessment data and consider the student's exceptionalities
- b) allow the student to access the general education curriculum.
- c) assist in providing meaningful and challenging learning experiences for the student.
- d) provide access to educationally related settings, including non-academic and extra-curricular

2. Rationale: Respond to the following questions:

- a. How did the student's PLOP relate to the choice of accommodations?
 - a) How do the above provide access to nonacademic and extracurricular activities and are they appropriate to the needs of the student?
 - b) Explain how the selected accommodations and/or modifications are based on assessment data.
 - c) In what ways did you consider the student's exceptionality?

Step Three: Narrative on IEP Collaboration

Under a separate heading in the document, describe the collaborative nature of the IEP development process, as well as the roles of individuals with exceptional learning needs, families, and school and community personnel in planning of an individualized program. This includes a discussion of:

- a) The collaborative activities that should occur prior to development of the IEP.
- b) Methods of involving students, families, related service providers, and other professionals in the IEP development process.
- c) Methods for fostering respectful and beneficial relationships between students and their families and professionals throughout the IEP development process.
- d) Collaborative activities that should occur after the IEP is developed, including next steps for working with general education teachers, the student, and other stakeholders.

ASSIGNMENT 2: Code of Ethics (20pts)

EDSE 662 candidates 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.

ASSIGNMENT 3: Professional Development Presentation (30 points)

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.

ASSIGNMENT 4: Attendance and Participation (10 points)

EDSE candidates will watch one or two episodes of America to Me and writing a Discussion Board response that focuses on what you observed about consultation, collaboration, and teamwork amongst various stakeholders in a school: students, families, teachers, administrators, and district leaders.

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: Students are expected to attend all classes during the course, arrive on time, stay for the duration of the class time, and complete all assignments. Attendance, timeliness, and professionally relevant- active participation are expected. Attendance and professional participation at all sessions is very important because many of the activities in class are planned in such a way that they cannot be recreated outside of the class session. Be aware that any points earned for participation in class activities during a time of absence will not be earned and cannot be made up. Please notify me in advance by email if you will not be able to attend class.

Late Work: All assignments are due on the dates indicated. Please talk with me if you need an extension. Extensions will not be retroactive so please talk to me. In fairness to students who make the effort to submit papers on time, one (1) point per day will be deducted from your assignment grade for late papers unless I have agreed to an extension. The maximum extension is one week. Please retain a copy of your assignments in addition to the one you submit.

Other Requirements: This is a 3-credit graduate level course. Traditionally, 3-credit courses across a 15-week semester require an average of 45 hours of in-class time and approximately 90 hours of independent reading and assignment completion. Be prepared to put in that amount of time into this class and plan your schedule accordingly.

Some assignments require you to synthesize material from the course and outside sources into coherent statements of your ideas. In such cases, your writing should be databased– meaning that you must support statements and ideas with evidence from these sources, citing these sources. The standard format for writing in the field of education is outlined in the *Publication Manual of the American Psychological Association, 7th edition* (www.apastyle.org). Specifically, the final version of your Instructional Program should be written in APA style, including a cover page, running head, pagination, headings (as needed), citations (as needed), and reference pages. The citation for this manual is included in the section entitled “Recommended Texts”. For an online resource, see www.apastyle.org.

It is expected that you know how to paraphrase and cite information appropriately to meet both APA guidelines and to avoid plagiarism. This website provides some useful information on how to avoid plagiarism in your writing: <http://www.plagiarism.org/>

Communication: The most efficient way to contact me is via email. I will respond within 24 hours during the week. Please do not email me an hour before an assignment is due and expect a response. If you would prefer to meet with me, please contact me.

Grading Scale

95-100% = A
90-94% = A-
85-89% = B
80- 84% = B-
70-79% = C

< 70% = F

***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/). 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.

Class Schedule

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

Cl as s	Date	Agenda	Prep for class	Assignment due prior to 4:30pm
1	5/14	Overview of Consultation, Collaboration, and Teamwork Collaborative Work Styles	Friend Chapters 1 & 2	
2	5/21	Collaborative Work Styles in Action; Giving Feedback	Friend Chapters 3 & 4	DB: America to Me # 1 & 2
3	5/28	Collaborating with School Professionals, Families, and Students	Friend Chapters 9, 10, 11	Ethics Paper Due DB: America to me #3
4	6/4	Cultural Competence IEP Process	Friend Chapters 7 & 8	DB: America to me #4
5	6/11	Consultation and Coteaching	Friend Chapters 5 & 9	DB: America to me #5
6	6/18	Preventing and Managing Conflict	Gibb and Dyches Whole Book	DB: America to me #6
7	6/25	Collaborative IEPs	Friend Chapters 6 & 12	IEP assignment submitted to VIA after this class session DB: America to me #7
8	7/2	Fourth of July- enjoy yourself		DB: America to me #8
9	7/9	Leading and Collaborating on Change Efforts		DB: America to me #9 & 10
10	7/16	Presentations		Coteaching/Collaboratio n Best Practices Presentation due

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 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) - 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.

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 A

Rubric: Performance-based Assessment - IEP Project

EDSE 662 CAEP Assessment	Does Not Meet Expectations 1	Meets Expectations 2	Exceeds Expectations 3
<p>Present Levels of Performance</p> <p>CEC/IGC Standards 1 & 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>	<ul style="list-style-type: none"> • Candidate writes a present levels of performance statement that: <ul style="list-style-type: none"> o lacks consistent links to evaluations and assessments and/or o fails to include educational implications of the student’s exceptionality, and/or o fails to consider variations in beliefs, traditions, and values across and within cultures. • Candidate fails to demonstrate respect for the student by using biased and negative language. • Candidate fails to show evidence of the similarities and differences between the student’s development and typical human development. • Candidate includes irrelevant information statements. 	<ul style="list-style-type: none"> • Candidate interprets information from formal and informal assessments to write appropriate, relevant present levels of performance statement with: <ul style="list-style-type: none"> o clear links to evaluations and assessments (such as interviews, observations, standardized tests), o description of educational implications of the characteristics of various exceptionalities, sensory impairments (as applicable), and o description of variations in beliefs, traditions, and values across and within cultures (as applicable). • Candidate uses unbiased and objective language. • Candidate includes description of the similarities • and differences between the student’s development and typical human development. 	<ul style="list-style-type: none"> • Candidate interprets information from formal and informal assessments to write appropriate, relevant present levels of performance statement with: <ul style="list-style-type: none"> o clear links to evaluations and assessments (such as interviews, observations, standardized tests), o description of educational implications of the characteristics of various exceptionalities, sensory impairments (as applicable), and o description of variations in beliefs, traditions, and values across and within cultures (as applicable). • Candidate uses unbiased and objective language. • Candidate includes description of the similarities and differences between the student’s development and typical human development. • Candidate describes strengths and areas in need of improvement in relation to Virginia Standards of Learning.
<p>Measurable Annual Goals</p> <p>CEC/IGC Standard 3</p> <p>Candidate uses knowledge of general and specialized curricula to individualize learning for</p>	<p>Candidate fails to demonstrate an understanding of the models and theories related to instructional planning by writing annual goals that are not priorities and/ OR do not reflect present levels of performance and/ OR lack direction for student growth.</p>	<ul style="list-style-type: none"> • Candidate demonstrates an understanding of the models and theories related to instructional planning by writing age and ability appropriate annual goals that: <ul style="list-style-type: none"> o are measurable, o reflect present levels of performance, and o show direction for student growth. • Candidate writes goals that focus on both decreasing 	<ul style="list-style-type: none"> • Candidate demonstrates an understanding of the models and theories related to instructional planning by writing age and ability appropriate annual goals that: <ul style="list-style-type: none"> o are measurable, o are and based upon the scope and sequence of the Virginia Standards of Learning (as appropriate), o reflect present levels of performance, and o show emphasis on

individuals with exceptionalities.		<p>and/or increasing learner behaviors.</p> <ul style="list-style-type: none"> • Candidate demonstrates consideration of variations in beliefs, traditions, and values across and within cultures (as appropriate) while integrating affective, social, and life skills with academic curricula. 	<p>increasing skills and/or positive behaviors.</p> <ul style="list-style-type: none"> • Candidate demonstrates consideration of variations in beliefs, traditions, and values across and within cultures while integrating affective, social, and life skills with academic curricula.
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EDSE 662 CAEP Assessment	Does Not Meet Expectations 1	Meets Expectations 2	Exceeds Expectations 3
<p>Short Term Objectives or Benchmarks</p> <p>CEC/IGC Standard 3</p> <p>Candidate uses knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities.</p>	<p>Candidate fails to demonstrate an understanding of the models and theories related to instructional planning by writing individualized learning objectives/benchmarks that:</p> <ul style="list-style-type: none"> o are not directly related to the annual goals OR o are not sequentially age and ability appropriate OR o utilize learner criteria that are inappropriate to task performance. 	<ul style="list-style-type: none"> • Candidate demonstrates an understanding of the models and theories related to instructional planning by writing individualized learning objectives/benchmarks that <ul style="list-style-type: none"> o relate to an annual goal AND o are sequential age and ability appropriate AND o include the condition, measurable and observable learner behavior and verifiable criteria. • Candidate demonstrates consideration of variations in beliefs, traditions, and values across and within cultures (as appropriate) while integrating affective, social, and life skills with academic criteria. 	<ul style="list-style-type: none"> • Candidate demonstrates an understanding of the models and theories related to instructional planning by writing individualized learning objectives/benchmarks that <ul style="list-style-type: none"> o relate to an annual goal AND o are sequential age and ability appropriate AND o include the condition, measurable and observable learner behavior and verifiable criteria AND o a statement of generalization AND o a statement of maintenance. • Candidate demonstrates consideration of variations in beliefs, traditions, and values across and within cultures (as appropriate) while integrating affective, social, and life skills with academic criteria.
<p>Services, Least Restrictive Environment (LRE), Placement</p> <p>CEC/IGC Standard 1</p> <p>Candidate understands how exceptionalities may interact</p>	<p>Candidate lists program or primary related services that do not or inconsistently align with areas of need based on present levels of performance.</p>	<ul style="list-style-type: none"> • Candidate lists appropriate program and primary services and related services (as appropriate) that: <ul style="list-style-type: none"> o demonstrate an understanding of the continuum of placement and services available for individuals with exceptional learning needs, and the concept of the least restrictive environment and o consistently align with the individual's areas of need 	<ul style="list-style-type: none"> • Candidate lists appropriate program and primary services and related services (as appropriate) that: <ul style="list-style-type: none"> o demonstrate an understanding of the continuum of placement and services available for individuals with exceptional learning needs, and the concept of the least restrictive environment and o consistently align with the individual's areas of need

with development and learning and uses this knowledge to provide meaningful and challenging learning experiences for individuals with exceptionalities.		<p>based on present levels of performance as well as the supports needed to be successful in the LRE.</p> <ul style="list-style-type: none"> • Candidate includes the following: <ul style="list-style-type: none"> o location o frequency o setting o duration o start and end dates. 	<p>based on present levels of performance as well as the supports needed to be successful in the LRE.</p> <ul style="list-style-type: none"> • Candidate includes the following: <ul style="list-style-type: none"> o location o frequency o setting o duration o start and end dates. • Candidate includes statement of how services relate to the individual's needs as well as the rationale for any activities in which the student cannot participate.
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EDSE 662 CAEP Assessment	Does Not Meet Expectations 1	Meets Expectations 2	Exceeds Expectations 3
<p>Participation in State Assessments</p> <p>CEC/IGC Standard 3</p> <p>Candidate uses knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities.</p>	<p>Candidate selects inappropriate levels of student participation in state assessments based on present levels of performance and student's exceptional condition(s), indicating a failure to consider issues, assurance, and due process rights related to assessment.</p>	<ul style="list-style-type: none"> • Candidate selects appropriate levels of student participation in state assessments based on present levels of performance and student's exceptional condition(s), indicating consideration of issues, assurance, and due process rights related to assessment. • Candidate lists and justifies all accommodations for state assessments suggested. 	<ul style="list-style-type: none"> • Candidate selects appropriate levels of student participation in state assessments based on present levels of performance and student's exceptional condition(s), indicating consideration of issues, assurance, and due process rights related to assessment. • Candidate lists and justifies all accommodations for state assessments suggested. • Candidate selects and justifies participation levels that reflect the impact (an) exceptional condition(s) can have on an individual's testing abilities, including auditory and information processing skills.
<p>Legal Compliance of IEP</p> <p>CEC/IGC Standard 6</p> <p>Candidate uses foundational knowledge of the field and his/her ethical principles and practice</p>	<ul style="list-style-type: none"> • Candidate writes an incomplete IEP which fails to comply with all relevant laws and policies, reflect an understanding of requirements such as FAPE and LRE (and the history of these points of view) or other human issues that have historically influenced and 	<ul style="list-style-type: none"> • Candidate writes a complete IEP that complies with all relevant laws and policies, reflects an understanding of requirements such as FAPE and LRE (and the history of these points of view) and other human issues that have historically influenced and continue to influence the field of special education. • Candidate writes the IEP 	<ul style="list-style-type: none"> • Candidate writes a complete IEP that complies with all relevant laws and policies, reflects an understanding of requirements such as FAPE and LRE (and the history of these points of view) and other human issues that have historically influenced and continue to influence the field of special education. • Candidate writes the IEP

standards to inform special education practice, to engage in lifelong learning, and to advance the profession.	continue to influence the field of special education. <ul style="list-style-type: none"> • Candidate writes the IEP using biased, inflammatory language, with a lack of clarity, numerous acronyms, illegibility, or inaccuracies (including spelling). 	using neutral, objective, non-inflammatory language, with clarity, minimal use of acronyms, legibility, and accuracy (including spelling). <ul style="list-style-type: none"> • Candidate writes areas of need, goals, objectives/benchmarks, placements and services with a strong connection to the present levels of performance. 	using neutral, objective, non-inflammatory language, with clarity, minimal use of acronyms, legibility, and accuracy (including spelling). <ul style="list-style-type: none"> • Candidate writes areas of need, goals, objectives, benchmarks, placements and services with a strong connection to the present levels of performance. • Candidate includes documentation for procedural safeguards and advocates for appropriate services for the individual with exceptionalities.
EDSE 662 CAEP Assessment	Does Not Meet Expectations 1	Meets Expectations 2	Exceeds Expectations 3
Accommodations and Modifications CEC/IGC Standard 3 Candidate uses knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities.	<ul style="list-style-type: none"> • Candidate identifies inappropriate accommodations and/or modifications OR • Candidate fails to describe the accommodations and/or modifications which provide the foundation upon which special educators individualize instruction to provide meaningful and challenging learning for individuals with exceptional learning needs. 	<ul style="list-style-type: none"> • Candidate identifies and prioritizes areas of the general curriculum and the accommodations and/or modifications to individualize instruction to provide meaningful and challenging learning for individuals with exceptional learning needs including appropriate technologies (as needed). • Candidate identifies and prioritizes appropriate accommodations and/or modifications based on present levels of performance to provide access to nonacademic and extracurricular activities in educationally related settings. 	<ul style="list-style-type: none"> • Candidate selects accommodations and/or modifications based on assessment data and reflect the candidate's understanding of the impact exceptionalities may have on auditory and information processing skills, test taking abilities and variations in beliefs, traditions, and values across and within cultures with a statement relating these accommodations to specific instructional goals. • Candidate identifies and prioritizes areas of the general curriculum and the accommodations and/or modifications to individualize instruction to provide meaningful and challenging learning for individuals with exceptional learning needs including appropriate technologies (as needed). • Candidate identifies and prioritizes appropriate accommodations and/or modifications based on present levels of performance to provide access to nonacademic and extracurricular activities in educationally related settings.

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Appendix B

Rubric: Ethics

	5- Exemplary	4- Good	3- Acceptable	2- Inadequate	1- Unacceptable
At least TEN (10) professional ethics/core values are identified, and rationales developed which defend the importance of these non-negotiables.					
The Introduction provides a context for the ethics identification and discussion that follows.					
Depth of reflection & depth of linkages to content from previous courses is evident.					
Values/ethics reflect a spectrum of analysis: stakeholders, practices, cultural competence, etc.					
Paper is written to graduate-level standards and there are <u>very few</u> writing or printing errors.					

Appendix C

Rubric: Group Professional Development Presentation

Requirement	3- Excellent	2- Satisfactory	1- Inadequate	0- Not present
<p>Project is of relevance to intended audience Provides context for need for best practice (i.e., what are current gaps between the ideal and reality?) Audience learns something news</p> <p style="text-align: center;">– 15 pts</p>				
<p>Project is visually appealing and incorporates multimedia. The presentation is informative and well-organized. Presentation is grounded in research and evidence</p> <p style="text-align: center;">– 10pts</p>				
<p>Presenters are able to answer questions from audience about the topic</p> <p style="text-align: center;">– 3pts</p>				
<p>References/sources are documented and cited appropriately</p> <p style="text-align: center;">– 2pts</p>				