

EDSP 6392

001, Fall, 2019

Syllabus



Basic Information

Instructor Name: Lindsey Balderaz, Ph.D.

OFFICE: MB 3108

OFFICE PHONE: 432-552-2135

E-MAIL: Balderaz_l@utpb.edu

OFFICE HOURS: Tuesday and

Thursday 1:00 – 3: 00; Friday

12:00 – 2:00; Virtual Office Hours

Monday and Wednesday by

Appointment

This course is a Web Course and is conducted within Canvas

<http://utpb.instructure.com>

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Course Description

Course Catalog Description: Diagnostician - Candidates for certification as an educational diagnostician in the state of Texas are expected to demonstrate Knowledge and skills in the six advanced standards are related skills sets for educational diagnosticians. These six standards include: Leadership and Policy, Program Development and Organization, Research Inquiry, Individuals and Program Evaluation, Professional development and Ethical Practice, and Collaboration.

Measurable Learning Outcomes:

By the end of this course, you will be able to: (*use active verbs*)

Prerequisites:

EDSP 6386, 6394, 6395

Materials

Required Materials:

None

Recommended Materials:

None

Other materials:

None

Important Academic Dates

UTPB [Academic Calendar](#)

Course Overview

Diagnostician Practicum Requirements

Candidates completing their practicum experience who are also teaching full time will be required to spend 100 contact hours with a certified diagnostician and 50 additional hours on supplementary tasks. Candidates who are not teaching or working full time will complete 150 direct contact hours with the practicing diagnostician during one long semester.

1. These hours may be completed in either one or two semesters with continuous enrollment, if necessary.
2. Candidates are expected to attend ARD meetings, participate in all areas of assessment (formal and informal) under the supervision of the diagnostician, review tests used in the district, and familiarize themselves with other procedures as necessary (day to day operations at the campus and administration level).
3. Candidates will maintain a log of activities throughout the practicum experience to include all relevant activities.
4. The university supervisor will confer twice during the semester with both the candidate and the diagnostician to discuss progress.

Diagnostician Evaluation

Candidates will be evaluated once at the end of their practicum experience. The supervising diagnostician will complete the formal evaluation form at the end of the practicum prior to the final conference with the University supervisor.

Diagnostician Criteria for Site Selection

Practicum experiences may include elementary/early childhood centers, middle, and high school settings, including transition planning in public schools. All placements must be approved by the candidate's academic advisor. It may be necessary to work with more than

one diagnostician to meet the requirements. The amount of time spent at each level will be determined by the student and cooperating diagnostician.

Practicum Policies

1. It is the practicum students’ responsibility to arrange for acceptable settings for the practicum experience and seek approval from their university supervisor. University supervisors may suggest or recommend settings if the student requires assistance in this effort.

2. Candidates completing their practicum experience at distance sites must have the site and activities approved by their university supervisor. Activities will be developed in cooperation with the on-site supervisor.

Course Assessment, Schedule & Grading Scale

Each practicum student will determine his or her own schedule for completing the site visits and activities, in consultation with the site supervisor and the university faculty member who is overseeing the course.

	<u>Due</u>
1. Complete all practicum hours	Dec 6
2. Comply with all federal, state and local requirements and the policies and procedures required by the practicum site agency	NA
3. Receive a satisfactory on formal evaluations. Satisfactory is defined as earning 70% or more of possible points in each area of the evaluations	Dec 6
4. Obtain satisfactory review from onsite supervisor during final conference	Dec 6
5. Maintain a weekly log of hours including specific diag activities listed	Dec 6

Grading Scale:

Grading Scale	
All items completed	A
All items not completed	I or F

**Unless otherwise stated, all materials, activities, and assessments are required and are*

not optional.

Communication, Grading & Feedback:

As an online course, you can expect email response to questions from the instructor within 48 hours. You may also call during my posted office hours. If I am going to be out due to ill health, attending a conference, etc., I will notify you using email and the announcements page on Canvas. There is a communication tools file in the start here portion of the website. This will provide you with all of the instructors contact information. Please check Canvas announcements frequently for general communication about assignments and other feedback or class wide concerns. I generally try to make a class announcement every Monday morning to provide you with feedback on assignments, upcoming due dates, and bonus point opportunities. You will be able to see upcoming due dates on the right hand column of the screen in Canvas. In addition, if you click the "view course stream" you will be able to see announcements, assignment notifications, and discussions added to the course since your last login.

As there are no formal assignments in this practicum, I will be communicating with you sporadically on the progress of your practicum hours. Please feel free to contact me if you have questions or are having difficulty completing your practicum hours.

Time Management:

There are no lectures or assignments for this course. You are responsible for obtaining your practicum hours within the semester timeline. It will be up to you and your on-site supervisor to determine how many hours per week you will obtain.

Policies

Discussion Board

Discussion Board is primarily for discussing course related topics and issues.

Best practices are:

1. Read all message postings in online discussion.
2. Respond to the question directly
3. Reply to minimum of two other student posts.
4. Use a person's name in the body of your message when you reply to their message.
5. Avoid postings that are limited to 'I agree' or 'great idea', etc.
6. Ensure responses to questions are meaningful, reflective.
7. Support statements with concepts from course readings, refer to personal experience, examples.
8. Follow **Rules of Behavior (below)**.

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

Make-Up/Late Submission Policy

All course activities must be completed within the designated semester unless arrangements have been made to extend the practicum into the following semester.

Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University's Handbook: Scholastic Dishonesty](#).

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for

two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

Attendance and Class Participation

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.

Tracking

The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

Course Incomplete/Withdrawal/Grade Appeal

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas of the Permian Basin in compliance

with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored. **Adapted from UTSA ADA syllabus statement.**

ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4243
Voice Telephone: 432-552-4696
Email: ada@utpb.edu

Computer Skills, Technical & Software Requirements

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#).

Computer Technical Requirements

See [Technical Requirements](#).

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Online Student Authentication

UTPB requires that each student who registers for a distance course is the same student who participates in, completes, and receives credit for the course. UTPB’s Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password (this is the first method). The faculty member or academic program determines the second method. The second method is:

Upload a clear image of yourself in color, well lit, and no shadows on your face or your ID that can obscure your image. Must be taken the day you submit the photo to reflect your current appearance. Taken in a full-face view directly facing the camera, with a neutral facial expression and both eyes open.

Then a picture of your ID (can be a UTPB ID or a government issued ID) with only your name and picture showing (Picture ID card in which the ID number has been covered with tape over any numbers).

Make sure to attach *both image files* in either JPEG or PNG format to the assignment BEFORE you submit it.

*Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD.

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through you my.utpb.edu account > My Surveys & Evaluations are on the first page after you login.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	Testing Services & Academic Accommodations Department (432) 552-2630
Advising	UTPB E-Advisor (432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
Email, Outlook 365, my.utpb.edu	Information Resources Division (IRD)
Financial Aid and Scholarship	UTPB Financial Aid (432) 552-2620
Library	The J. Conrad Dunagan Library Online at (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635
Student Services	Dean of Students (432) 552-2600
Technical Support	Canvas 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course).

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the

semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

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