

# EDSP 6393

## 783, Summer, 2020

### Syllabus



## Basic Information

**Instructor Name: Lindsey Balderaz, Ph.D.**

OFFICE: MB 3108

OFFICE PHONE: 432-552-2135

CELL PHONE: 940-395-8994

E-MAIL: Balderaz\_l@utpb.edu

OFFICE HOURS: Virtual Office Hours by appointment only

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:** Candidates in the Au/DD track are expected to demonstrate knowledge, actions, or skills regarding seven recommended practices from the Division for Autism and Developmental Disabilities, Council for Exceptional Children. These seven areas include Assessment, Curricular Content Knowledge, Programs, Services, and Outcomes, Research and Inquiry, Leadership and Policy, Professional and Ethical Practice, and Collaboration. This will be assessment with the evaluation form completed by their onsite supervisor in collaboration with the university supervisor.

## Measurable Learning Outcomes:

By the end of this course, you will be able to:

- Apply evidence based interventions appropriately
- Collect data using correct and appropriate strategy
- Analyze data in order to make adjustments to evidence bases interventions
- Communicate intervention strategies clearly to stakeholders
- Develop and implement an intervention plan with using at least 1 evidence based strategy

## Prerequisites:

EDSP 6347, 6348, 6349, 6315

## Materials

### Required Materials:

None

### Recommended Materials:

None

### Other materials:

None

## Important Academic Dates

UTPB [Academic Calendar](#)

## Course Overview

Candidates will complete a 100-hour placement in one of the following settings: Early intervention-related setting serving children birth to 5 years old OR school setting serving students ages 5-18 years old. Each practicum is individually designed with the candidate's university supervisor to meet the needs of both the candidate and the program. A syllabus for the practicum will be provided for each candidate detailing ideas for activities to be completed, which correspond to the practicum setting.

### Autism Evaluation

Candidates will be evaluated once at the end of their practicum experience. The on-site supervisor will each complete the formal evaluation form at the end of the practicum prior to the final conference with the University supervisor. Additionally, the candidate will be evaluated on their selection and implementation of an Evidence Based Practice.

### Autism Criteria for Site Selection

Candidates are responsible for finding the location for their practicum, subject to the approval of their university supervisor. Acceptable early childhood intervention (ECI) sites include but are not limited to: ECI programs; professionals providing speech and language therapy, occupational therapy, physical therapy to children under the age of three; Early Head Start; early childhood programs serving children 3 to 5 years of age in a school district (PPCD), extended school year programs (ESY), and hospitals that provide medical services to infants and toddlers who may be medically fragile.

Acceptable School based sites include but are not limited to: elementary, middle, or high schools, residential facilities serving children ages 5-18.

### Practicum Policies

1. It is the practicum students' responsibility to arrange for an acceptable setting 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.

**Grading and Due Dates :**

*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.*

	<b>Due</b>
1. Complete 100 practicum hours	June 29
2. Comply with all federal, state and local requirements and the policies and procedures required by the practicum site agency	Throughout
3. Receive a satisfactory on formal evaluations. Satisfactory is defined as earning 80% or more of possible points in each area of the evaluations	June 29
4. Obtain satisfactory remarks from supervisor and cooperating teacher/professional	June 29
5. Maintain weekly reflection and hours log	Throughout
6. Design a lesson or intervention plan using an EBP. Implement the EBP and create a video demonstrating your implementation.	June 29

**Grading Scale:**

<b>Grade Range</b>	<b>Letter Grade</b>
Completed 90% of activities satisfactorily	A
Completed 75-89% of the activities	I
Completed less than 75% of the activities	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:**

A student should expect to spend three hours on preparation and learning assignments for every semester credit hour. In our 3-semester credit hour online class, it is expected that a student should spend about 9 hours out of class on assignments in addition to 6 hours of in-class time. A total of about 15 hours per week to obtain an "A" is expected in a fast-pace class of 8 weeks. It is important to develop a Time Management Plan to be successful.

## **Policies**

### **Discussion Board**

Discussion Board is primarily for discussing course related topics and issues. Best practices are:

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

Learning management systems have 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 and will only be considered if the student has met **all** of the following conditions:

- Completed 75% or more of the coursework,
- Earned (at the time of the Incomplete request) a B or better average on all coursework,
- Submitted a valid, documented excuse for not being able to complete the course on time, and
- Has contacted the instructor prior to the last day of regular classes (full semester/face-to-face students) or one week prior to the last week of classes (online/8 week session).

Students must submit a written (electronic) petition for an extension and sign a contract that lists the remaining coursework to be completed and due dates. If the assignments and activities identified in the petition are not completed by the agreed upon due date, the student's grade will revert to a "F" two semesters after the original "I" grade was submitted.

Students are advised to review the University policy on Satisfactory Academic Progress and Financial Aid Probation that may result from course withdrawals or incompletes.

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 Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides "reasonable accommodations" to students with disabilities. Only those students, who an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

**ADA Officer for Students:** Mr. Paul Leverington  
**Address:** Mesa Building 4243/4901 E. University, Odessa, Texas 79762  
**Voice Telephone:** 432-552-4696

**Email:** [ada@utpb.edu](mailto:ada@utpb.edu)

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

## **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](#).

### **Online Student Authentication**

UTPB requires that each student who registers for an online 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. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by:

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. Dual credit and early college high school students use school district identifications.

## **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 two weeks of class, there will be an announcement in Canvas, an email, and a button in your course navigation that will take you to any available surveys.

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	<a href="#">Services for Students with Disabilities</a> (432) 552-4696
Testing Services	<a href="#">Testing Services &amp; Academic Accommodations Department</a> (432) 552-2630
Advising	(432) 552-2661 <a href="#">UTPB Academic Advising Center</a>
Bookstore	<a href="#">UTPB Campus Bookstore</a> (432) 552-0220
Email, Office 365, my.utpb.edu	<a href="#">Information Technology</a>
Financial Aid and Scholarship	<a href="#">UTPB Financial Aid</a> (432) 552-2620
Library	The <a href="#">J. Conrad Dunagan Library</a> Online at (432) 552-2370
Registrar	<a href="#">UTPB Registrar</a> (432) 552-2635

SERVICE	CONTACT
Student Services	<a href="#">Student Services</a> (432) 552-2600
Technical Support	<a href="#">Canvas</a> 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: <a href="#">Smarthinking Online Tutoring</a> (provides tutoring services), <a href="#">SmarterMeasure</a> (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.

## Schedule

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7. Design a lesson or intervention plan using an EBP. Implement the EBP and create a video demonstrating your implementation.

June 29

Sample Syllabus