

# EDSP 6397

## 783, Summer 2020

### Syllabus



## Basic Information

**Instructor Name: Dr. Kara Rosenblatt**

OFFICE: MB 3220

OFFICE PHONE: (432) 552-2128

E-MAIL: Rosenblatt\_k@utpb.edu

OFFICE HOURS: Tues 11-2; Wed 12-2; Th 1-2

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:** EDSP 6397 is the capstone experience for the Master of Arts in Special Education. The final product is a literature review in which the candidate applies theory, concepts, and principles of special education in order to interpret and synthesize research on a topic chosen jointly by the candidate and the instructor.

## Measurable Learning Outcomes:

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

1. Digest, synthesize, relate, and critically evaluate theoretical arguments from the academic literature.
2. Develop new theoretical arguments relevant to the academic literature.
3. Problem-solve solutions to relevant problems in special education.
4. Enhance communication skills and reading/research/writing acumen.

**Prerequisites:** This should be the final course (or one of the last courses) you take in the special education program. Therefore, you should have already completed a majority of the special education coursework before enrolling in this class.

## Materials

### Required Materials:

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

Microsoft Office

Webcam

### Recommended Materials:

Various online materials will be provided.

## Important Academic Dates

UTPB [Academic Calendar](#)

## Course Overview

This course is divided into 7 learning modules. All 7 modules are open at the beginning of the course, however, there are **SPECIFIC DUE DATES** for each assignment. Information regarding those due dates can be found by viewing the **Course Schedule** in the Syllabus and in the Start Here module in Canvas.

1. **Assignments:** You will complete six assignments that will allow you to analyze, evaluate, and synthesize the information covered on your chosen topic. You will need to carefully review all rubrics provided in order to fully understand the grading expectations for these activities.
2. **Research Projects:** Your final submission is the completion of a literature review 12-15 pages long, written at an academic level that is suitable for future publication in a scholarly journal. Your final paper is submitted through Canvas.
3. **Meetings with Dr. Rosenblatt:** Candidates meet with Dr. Rosenblatt via Zoom, Skype, FaceTime, or in person to share their research interests to help you design an appropriate research question that drives your literature review. After you draft your research question(s), you will proceed with the review. Over the course of this 7 week class, you should meet with Dr. Rosenblatt at least 3

times to discuss your topic, your progress, and your final product. At any point, you or Dr. Rosenblatt can request a meeting to review or clarify information. You must schedule your first meeting with Dr. Rosenblatt by the beginning of the second week of the course, using Calendly. During this first meeting we will discuss your topic of interest in special education. This can be any topic, but ideally it is a topic you feel strongly about/ had a great interest in, as the work you do in this class is very intense and you will be immersed in it for several weeks. Therefore, you should give your topic some serious consideration. **The only topic that you are not allowed to write a literature review on is inclusion in special education.**

**Grading:**

Course Activity	Points	Percentage of Total Grade
Annotated Bibliography	100	
Synthesis Matrix	100	
Topic Outline	100	
First Draft: Smarthinking	50	
Second Draft: Peer Review	50	
Final Draft	100	
Meeting #1	50	
Meeting #2	50	
Meeting #3	50	
<b>Total</b>	<b>650</b>	

**Grading Scale:**

Grade Range	Letter Grade
75 and above	S
Below 75	U

Grading in this Master capstone class is different than the other courses taken in the MA in Special Education program. **Candidates will receive a Satisfactory (S), Progress (PR) or Unsatisfactory (U) Failing.** Your success is dependent on the

evaluation of the written work of your paper.

*\*Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

## **Communication, Grading & Feedback:**

I will have your work graded and returned to you with feedback within 1 week of the submission date for each assignment. On the grading of each assignment I will use the rubric to indicate where points were earned/lost. I may also provide you with comments and feedback to help you improve your performance. Please review your assignment once it has been graded in order to improve your performance in the future if necessary. You can check your grades by going to "Grades". You can also see recently graded assignment on the right hand column under "recent feedback."

**Grade Concerns:** I am happy to discuss your work and performance with you. Keep in mind that I will protect your privacy in discussing your work. This means not discussing your grade in the presence of other students, faculty or staff before, during or after class sessions and or office hours. If others are present at the time that you attempt to engage in a conversation about your grades I will ask them to leave or instruct you to wait until such time as your privacy can be maintained.

In general, I require a 24-hour reflection period before discussing grading concerns. After the reflection period has passed, you may submit your concerns in writing. Make sure that in your email you include: (a) Your name, the title of the course (b) The name of the assignment (c) A clear discussion of your issues or concerns (d) Your suggestion(s) for resolving the issue(s). (e) Make sure that you use correct spelling and grammar in your email. (I do not respond to messages I do not understand.) I will respond in writing to your concern(s) within 48 hours of receiving them unless the email is sent over the weekend or holiday break. If you continue to have questions after you have received and read my written response(s) to your concern(s), we will find a suitable time to meet and discuss your concern(s). USE ONLY your utpb.edu email accounts to discuss grade concerns. I will not respond to emails sent via a non UTPB email account as there is no way to secure your receipt of my response or the authenticity of the user.

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 early in the week to provide you with feedback on assignments and upcoming due dates. You will be able to see upcoming due dates on the right hand column of the screen in Canvas. Also, 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

## **Time Management:**

Each semester credit hour at U. T. Permian Basin represents a commitment on an average of three hours of "out of class" preparation and one hour of class attendance (or its equivalent) per week. For example, enrolling in a three semester credit hour class commits the student to a total of twelve hours of work per week. Students who are employed or who have family responsibilities are especially encouraged to bear this commitment in mind and to seek guidance from their academic advisors in determining a suitable academic schedule.

I do not necessarily expect you to put in a full twelve hours toward my course each week. But if you have mapped out two hours the night before an assignment is due, you will most likely not be able to complete it on time...at least not with the quality I am looking for in your work.

## **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 submitted before or on set due dates. If the student is unable to abide by the due dates, it is her/his responsibility to contact the instructor immediately. There will be a 5 point deduction for each day an assignment is late. Students will not be allowed to make corrections. Extensions will be provided only to individuals who provide sufficient evidence of need (doctors note, etc.) 24 hours in advance of the deadline.

## 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 should be able to create and upload documents, be familiar with using a webcam, understand how to use Smarthinking (available in your online courses), and should be familiar with accessing and searching using the UTPB online library.

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:

Uploading 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 on the day you submit the photo to reflect your current appearance
- Taken in 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 government issued ID) with only your name and picture showing (Picture ID card in which the ID number has been covered (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

SERVICE	CONTACT
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
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

Module	Assignments/Activities/Topics	Due Date
1	Topic Selection	May 17

<b>Module</b>	<b>Assignments/Activities/Topics</b>	<b>Due Date</b>
	First Meeting	May 12-20
<b>2</b>	Annotated Bibliography	May 24
<b>3</b>	Synthesis Matrix	May 31
<b>4</b>	Topic Outline Second Meeting	May 31 May 31-June 7
<b>5</b>	First Draft (To Smarthinking Online Tutoring – NOT Dr. Rosenblatt)	June 7
<b>6</b>	Second Draft to Writing Partner (Peer-Review) Peer-Review Complete	June 12 June 15
<b>7</b>	Third Draft to Dr. Rosenblatt Third Meeting	June 19 June 19-25
<b>8</b>	Final Draft	June 25