



**Internship Handbook
for
SPE 596
MSED Special Education – 7-12 Generalist**

Curriculum and Instruction Department
School of Education
State University of New York College at Oswego

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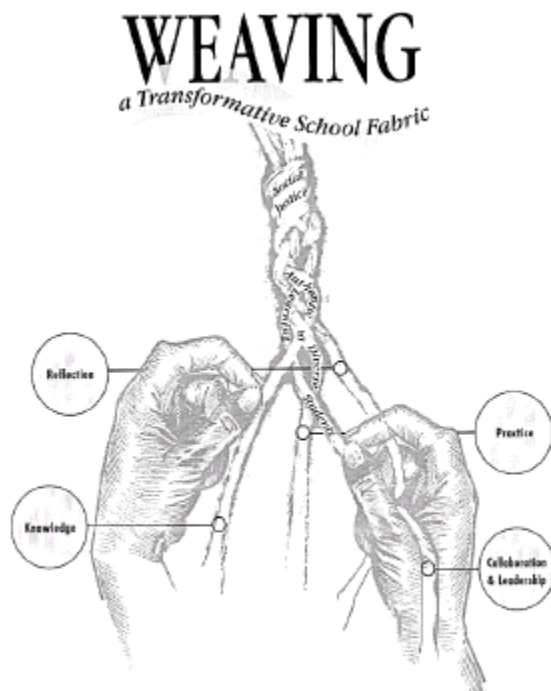
PART 1: GENERAL INFORMATION & COLLEGE POLICIES

A. Philosophy and Conceptual Framework of the School of Education, SUNY Oswego

SUNY Oswego's School of Education Conceptual Framework

Weaving a Transformative School Fabric is the theme that undergirds the Conceptual Framework for the professional programs in SUNY Oswego's School of Education. The faculty members use this Conceptual Framework in the design of curricula at both the initial and advanced levels, endorsing the six principles central to the theme: Authentic Learning, Knowledge, Practice, Reflection, Collaboration & Leadership, and Social Justice.

Weaving a Transformative School Fabric defines a professional perspective that is learning-centered and knowledge-based, achieved through a thoughtful sequence of content and pedagogy courses. The act of weaving a braid is a visual metaphor for the interactive, recursive and transformative nature of the teaching and learning process. Educators continually weave strands of knowledge, practice, reflection, collaboration & leadership, thus creating a complex braided school fabric in which authentic learning is an everyday reality for diverse students. Concern for social justice anchors the entire educational process; it is therefore drawn as the knot at the top of the braid.



SUNY Oswego's School of Education (SOE) strives to produce graduates who can provide meaningful opportunities and appropriate support for all students to engage in authentic learning, by which we mean self-directed inquiry, problem solving, critical thinking, and reflection in both real world and creative contexts. The emphasis on all students implies special sensitivity to the unique characteristics and needs of each of the diverse individuals who are students in the urban, suburban, and rural schools of New York State. We believe that educating (i.e., teaching, guiding, leading) for authentic learning, knowledge, practice, reflection, collaboration & leadership, and social justice are the essential characteristics of and performance expectations for effective educators and successful professionals:

SOCIAL JUSTICE – Educators who graduate from Oswego State University are socially conscious catalysts for change who promote authentic learning by all students.

AUTHENTIC LEARNING – Educators provide meaningful opportunities and appropriate support for all students to engage in self-directed inquiry, problem-solving, critical thinking, and reflection in real world and creative contexts.

KNOWLEDGE – Educators have a deep understanding of the organizing concepts, processes and attitudes that comprise the disciplinary knowledge base (including the New York State

Learning Standards), the pedagogical knowledge base, and the pedagogical content knowledge base.

PRACTICE – Educators have a rich repertoire of research-based strategies for instruction, assessment, and use of educational technologies, focused on promoting authentic learning by all students.

REFLECTION – Educators continually assess and reflect upon their professional practice in order to change and grow as life-long learners.

COLLABORATION & LEADERSHIP – Educators continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility and leadership.

B. CEC Standards for Beginning Special Educators

The MSED Special Education Program in the Curriculum and Instruction Department strives to prepare teachers who will meet the seven standards for Initial Preparation Standards for Special Educators set forth by the Council for Exceptional Children (CEC).

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| Standard 1.0: Beginning special education professionals understand how exceptionalities may interact with development and learning and use this knowledge to provide meaningful and challenging learning experiences for individuals with exceptionalities. |
| 1.1 Beginning special education professionals understand how language, culture, and family background influence the learning of individuals with exceptionalities. |
| 1.2 Beginning special education professionals use understanding of development and individual differences to respond to the needs of individuals with exceptionalities. |
| Standard 2.0: Beginning special education professionals create safe, inclusive, culturally responsive learning environments so that individuals with exceptionalities become active and effective learners and develop emotional well-being, positive social interactions, and self-determination. |
| 2.1 Beginning special education professionals through collaboration with general educators and other colleagues create safe, inclusive, culturally responsive learning environments to engage individuals with exceptionalities in meaningful learning activities and social interactions. |
| 2.2 Beginning special education professionals use motivational and instructional interventions to teach individuals with exceptionalities how to adapt to different environments. |
| 2.3 Beginning special education professionals know how to intervene safely and appropriately with individuals with exceptionalities in crisis. |
| Standard 3.0: Beginning special education professionals use knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities. |
| 3.1 Beginning special education professionals understand the central concepts, structures of the discipline, and tools of inquiry of the content areas they teach, and can organize this knowledge, integrate cross-disciplinary skills, and develop meaningful learning progressions for individuals with exceptionalities |
| 3.2 Beginning special education professionals understand and use general and specialized content knowledge for teaching across curricular content areas to individualize learning for individuals with exceptionalities |

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| 3.3 Beginning special education professionals modify general and specialized curricula to make them accessible to individuals with exceptionalities. |
| Standard 4.0: Beginning special education professionals use multiple methods of assessment and data-sources in making educational decisions. |
| 4.1 Beginning special education professionals select and use technically sound formal and informal assessments that minimize bias. |
| 4.2 Beginning special education professionals use knowledge of measurement principles and practices to interpret assessment results and guide educational decisions for individuals with exceptionalities. |
| 4.3 Beginning special education professionals in collaboration with colleagues and families use multiple types of assessment information in making decisions about individuals with exceptionalities. |
| 4.4 Beginning special education professionals engage individuals with exceptionalities to work toward quality learning and performance and provide feedback to guide them. |
| Standard 5.0: Beginning special education professionals select, adapt, and use a repertoire of evidence-based instructional strategies to advance learning of individuals with exceptionalities. |
| 5.1 Beginning special education professionals consider an individual's abilities, interests, learning environments, and cultural and linguistic factors in the selection, development, and adaptation of learning experiences for individual with exceptionalities. |
| 5.2 Beginning special education professionals use technologies to support instructional assessment, planning, and delivery for individuals with exceptionalities. |
| 5.3 Beginning special education professionals are familiar with augmentative and alternative communication systems and a variety of assistive technologies to support the communication and learning of individuals with exceptionalities. |
| 5.4 Beginning special education professionals use strategies to enhance language development and communication skills of individuals with exceptionalities. |
| 5.5 Beginning special education professionals develop and implement a variety of education and transition plans for individuals with exceptionalities across a wide range of settings and different learning experiences in collaboration with individuals, families, and teams. |
| 5.6 Beginning special education professionals teach to mastery and promote generalization of learning. |
| 5.7 Beginning special education professionals teach cross-disciplinary knowledge and skills such as critical thinking and problem solving to individuals with exceptionalities. |
| Standard 6.0: Beginning special education professionals use foundational knowledge of the field and the their professional Ethical Principles and Practice Standards to inform special education practice, to engage in lifelong learning, and to advance the profession. |
| 6.1 Beginning special education professionals use professional Ethical Principles and Professional Practice Standards to guide their practice. |
| 6.2 Beginning special education professionals understand how foundational knowledge and current issues influence professional practice. |
| 6.3 Beginning special education professionals understand that diversity is a part of families, cultures, and schools, and that complex human issues can interact with the delivery of special education services. |
| 6.4 Beginning special education professionals understand the significance of lifelong learning and participate in professional activities and learning communities. |
| 6.5 Beginning special education professionals advance the profession by engaging in activities such as advocacy and mentoring |
| 6.6 Beginning special education professionals provide guidance and direction to paraeducators, tutors, and volunteers. |

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| Standard 7: Beginning special education professionals collaborate with families, other educators, related service providers, individuals with exceptionalities, and personnel from community agencies in culturally responsive ways to address the needs of individuals with exceptionalities across a range of learning experiences. |
| 7.1 Beginning special education professionals use the theory and elements of effective collaboration. |
| 7.2 Beginning special education professionals serve as a collaborative resource to colleagues. |
| 7.3 Beginning special education professionals use collaboration to promote the well-being of individuals with exceptionalities across a wide range of settings and collaborators. |

C. Professional Dispositions

Professional dispositions are the habits of mind and resulting behaviors that make it possible for educators to use their professional knowledge and skills to fulfill the vision expressed by the conceptual framework of the School of Education at SUNY Oswego. At the end of the internship experience, the candidate, the mentor teacher, and the college supervisor will [assess dispositions](#) via [tk20](#).

Commitment to Authentic Learning and Teaching. Educators exhibit enthusiasm, initiative, and dedication to the task of providing a safe, inclusive, equitable environment for all students to learn at high levels; and seek effective new ideas, diverse perspectives, and relevant information to develop continuously as educators for social justice.

Critical Reflection. Educators exhibit self-awareness and critical inquiry into their own biases and teaching practice within a socio-cultural perspective; and seek and respond appropriately to constructive feedback from others to improve their own practice.

Integrity. Educators exhibit honesty, fairness, trustworthiness; adhere to professional ethics and standards of behavior; recognize and challenge injustice in effective ways; and act in the best interest of all students and others in the learning community.

Collaboration. Educators listen, communicate, and work effectively with others from a variety of diverse backgrounds to provide a safe, inclusive, equitable and shared learning environment.

Advocacy and Leadership. Educators understand how social structures and power relationships disadvantage some groups of learners; assume an effective leadership role in recognizing and challenging injustice; and act with courage and patience to ensure that all students can learn authentically at high levels in socially just schools.

Socially-Conscious Responsibility. Educators hold themselves accountable for authentic learning by all students; and exhibit initiative, reliability, maturity and sound judgment in implementing equitable best practice for all students and others in the learning community.

Socially-Conscious Respect. Educators demonstrate cultural sensitivity, empathy, caring, and rapport; seek to understand others and believe all students can learn authentically at high levels.

D. Oswego Philosophy of Internship

In order for the internship to be a worthwhile experience and to provide maximum results, it must be a cooperative enterprise. It involves the candidate, the mentor teacher, school administrators and other public school staff, and the college supervisor. Each has a definite responsibility and each complements the other. The fundamental purpose of the internship is to provide the candidate with a variety of experiences through which he/she may develop teaching skills that reflect the philosophy and conceptual framework of the SUNY Oswego School of Education and the performance standards for beginning special educators as defined by the Council for Exceptional Children (CEC). The internship is an opportunity that permits the candidate time to synthesize and apply information gathered in previous course work and field placements. During this time, the candidate is expected to develop professional skills in problem solving, assessment and self-reflection. It is expected that a candidate will be exposed to all the activities of the classroom teacher(s), in the educational setting, and in the community.

The College believes that a successful plan for the internship is a means of improving the whole program of teacher education both at the pre-service and in-service levels. Many changes in the professional program at the college are due directly to experiences gained through the internship program. It is generally agreed by personnel of partner schools that the enthusiasm which candidates bring to the partner school often provides an additional stimulus for local professional improvement.

E. Goals for Internship

1. Describe both unique and shared roles and responsibilities of special educators as members of instructional teams, as well as school and district level teams/committees.
2. Demonstrate advocacy and leadership to support the participation and learning of students with a variety of learning characteristics in inclusive classes and the general education curricula.
3. Demonstrate the ability to plan on both a daily and long-range basis using central concepts of the NYS Student Learning Standards, Individual Education Programs (IEPs), Universal Design for Learning, tools of inquiry, and structures of the disciplines to develop meaningful learning experiences appropriate for the full range of pupil's developmental, educational, cultural, and linguistic needs.
4. Demonstrate ability to plan and provide appropriate and powerful individualized instruction in priority areas for special educators (i.e., development of student literacy abilities, positive behaviors, and functional skills).
5. Demonstrate ability to use formal and informal assessment data to plan and provide appropriate and powerful individualized instruction in priority areas for special educators (i.e., development of student literacy abilities, math, positive behaviors, and functional skills).

6. Use a variety of authentic instruction and support strategies including educational technology for accomplishment of learning outcomes in all areas of the curriculum, including IEP goals.
7. Identify and implement assistive technology tools to enhance access and learning for students with disabilities in the general education curriculum and IEP priorities.
8. Create a learning environment through motivational strategies that encourages positive social interactions and active engagement in learning for all students.
9. Support students' physical, social, emotional, aesthetic, and intellectual development.
10. Use and interpret multiple appropriate assessments to identify individual needs, monitor students' development and ensure continuous intellectual, social, and physical growth.
11. Organize and efficiently manage time, space, records, and learning materials to fulfill relevant professional responsibilities (e.g., instruction, assessment, committee participation, and leadership).
12. Collect, analyze, and reflect upon the choices and actions made by the teacher candidate and others in the learning environment and seek professional development opportunities.
13. Demonstrate effective collaboration and leadership skills in relationship with students, teachers, paraeducators, related service providers, administrators, other staff members, and parents and agencies in the larger community to support students' learning and well-being.
14. Explore individual student and family preferences and resources to inform and support meaningful transition planning for post high school goals.
15. Develop or expand a professional teaching portfolio that reflects the experiences and professional accomplishments related to the special educator role.

F. Admission to SPE 596: Internship for MSED Special Education 7-12 Generalist Program

Graduate candidates in the program may enroll in SPE 596: Internship provided they have satisfied the following requirements in the MSED Special Education 7-12 Generalist Program:

- Completed all graduate course work with B- or better.
- Completed all undergraduate/core content area prerequisites.
- Maintained an overall GPA of 3.00.
- Successfully completed all prior field experiences (embedded in prior coursework).
- Completed a written application for the internship.

G. College Policies

1. Assignment of Field Placements:

- a) Field placements in all teacher education majors are made in compliance with university policies for “Internships, Student Teaching, and Other Experiential Placements” found in the SUNY Oswego Student Handbook.
 - b) Field placements are made only after the teacher candidate has met all program requirements as set forth by the major department.
 - c) Field placements are made only by the Field Placement Office, based on recommendations from full time program faculty. Candidates should not contact schools or teachers directly to arrange placements.
 - d) Field placements are made as close to candidates’ preferred location or residence as feasible given the quality and quantity of available placements, and the legitimate need of other candidates, schools, and college supervisors. Preferred placements are not guaranteed.
 - e) Field placements that are not accepted by a teacher candidate may be assigned to another. The initial recipient of the assignment may not be assigned until the following quarter or semester.
 - f) Field placements require that candidates provide their own transportation.
 - g) Field placement notification will be completed in writing with a letter from the Field Placement Office. If time is an issue, a phone call or email will be used to notify the candidate of a placement.
 - h) Candidates must comply with the partner school rules, policies, and procedures, including those concerning student safety and management/discipline, teacher attendance, performance and behavior. Candidate attire must meet the standard set by teachers in the school and comply with school dress code(s) for teachers and students.
2. **Internship Time Limits:** In order to meet the New York State Education Department’s teacher certification regulations, the internship is offered for one ten week period during the Fall and Spring semesters only. The internship is not offered during winter session or during any of the summer sessions.
3. **Attendance:** The beginning and ending dates of internship placements are established by the official college calendar and/or the department within the framework established by the college calendar. The candidate is required to:
- be at the placement every day that the school is in session and /or teachers are in attendance and follow the vacation schedule of the school district to which they are assigned;
 - work the same hours and schedule, and perform the same duties, as the mentor teacher; and
 - attend faculty meetings, parent conferences, extracurricular activities, and all other events where teacher participation is expected by the school district, unless the mentor teacher and/or school administrator determines otherwise.

The candidate should expect to be in attendance each day school is in session. However, in case of absence or tardiness, due to illness or other unavoidable emergency, the candidate must:

- call the college supervisor, the mentor teacher, and the school as soon as possible, but no later than one-hour before school starts on the day of the absence;

- arrange delivery to the mentor teacher of all material that the student teacher possesses that are necessary for instruction on the day of the absence; and
 - follow school district policy for reporting and documenting teacher tardiness and absence to school officials.
4. **Employment during the Internship:** Working during the internship is not advisable. However, because of rising costs of a college education, there is currently no regulation prohibiting employment. Candidates are not permitted to arrive late or leave the school early to accommodate outside work. Should a candidate choose to be employed and it is the judgment of the college supervisor and mentor teacher that such employment hinders the candidate's effective performance, the candidate may be issued an unsatisfactory (U) grade and be removed from the internship.
5. **Use of Candidates as Substitute Teachers:** There are frequently requests for candidates to substitute for teachers. A candidate may substitute for the mentor teacher with certain provisions and under the following conditions:
- The substitution be requested by the mentor teacher and the candidate has demonstrated necessary competence.
 - The college supervisor and the local administrator must approve the substitution in advance.
 - If the candidate substitutes for more than three days, approval is required from the Student Teaching Coordinator of the Curriculum and Instruction Department as well as the college supervisor.
 - There will be no approval for a candidate to substitute for a teacher other than his/her own mentor teacher.
 - No candidate will be permitted to accept a full-time substituting position.
 - Compensation for substitute teaching is governed by each school district policy and is at the discretion of the school district.
6. **Vacations During Internship:** Candidates will follow the vacation schedule of the school district to which they are assigned **not the College schedule.**
7. **Coursework during the Internship:** Internship is extremely time consuming and requires a great deal of effort. Students are not permitted to enroll in courses other than the co-requisite courses under advisement.
8. **Extended Internship Experiences:** The internship experience may be extended only when extenuating circumstances (e.g. death of immediate family member, personal serious illness) occur upon recommendation of the college supervisor and the approval of the Student Teaching Coordinator of the Curriculum and Instruction Department. The candidate is expected to complete the internship on a full day basis for the assigned period.
9. **Grading:** The internship grade is determined by the college supervisor in consultation

with the mentor teacher. The grade will be either “S” for satisfactory work, and “U” for unsatisfactory work. Incomplete grades are given only in exceptional cases such as a major health issue or a death of an immediate family member (mother, father, brother or sister). **In order to earn a grade of “S”, all items on the final evaluation must be scored 2 or higher.** Candidates earning a “U” grade must meet with the Student Teaching Coordinator of the Curriculum and Instruction Department and the internship college supervisor (full time program faculty member) to determine if a second placement is appropriate.

A candidate who is asked to leave a placement by school personnel or is removed from a placement by the college for unsatisfactory performance will receive an unsatisfactory (U) grade for the internship course.

10. **Legal Action:** “SUNY Oswego expects students to be responsible, ethical and professional in all work environments consistent with the guidelines for on-campus behavior as expressed in the [Code of Student Rights, Responsibilities and Conduct](#), including adherence to federal, state and local laws. Students who engage in experiential placements, both on and off-campus, such as internships, student teaching, practica, volunteer services, service learning, and field based independent studies are participating in SUNY Oswego-sponsored programs and thus, are subject to the *Code of Student Rights, Responsibilities and Conduct*. Misconduct, poor judgment, and inappropriate actions in any work or volunteer placement may subject the student to dismissal for a specific placement and/or disciplinary action. SUNY Oswego will provide a due process forum to explain the circumstances surrounding the dismissal. SUNY Oswego in such circumstances has no obligations to reassign a student. The School of Education has its own Fair Process Policy described below.

Candidates charged with violations of criminal law will be immediately suspended from participation in the field placement and from the teacher education program, until the case is settled or a determination has been made that the situation does not affect performance in the placement or program. ([Policy Handbook for Faculty, Professional Staff and Candidates](#))

11. **Resolving Problems:** Despite the best intentions and efforts, problems sometimes arise between the candidate and his or her mentor teacher. If the problem cannot be resolved, the following steps must be taken in the order listed:
 - a) Contact the college supervisor. She or he will discuss the matter with each party, individually, and arrange and coordinate a meeting for all concerned parties.
 - b) If no satisfactory resolution is reached, contact the Student Teaching Coordinator of the Curriculum and Instruction Department. The Coordinator will discuss the problem with each party, individually, and coordinate a meeting of all concerned parties.
 - c) If the problem is not resolved at this point, the Chair of the Curriculum and Instruction Department will be consulted.
 - d) If no satisfactory resolution is reached, the procedures stated in SUNY Oswego's Student Handbook should be followed.

Note: Early identification of problems is important, as it can serve as a preventive measure. Mentor teachers should notify the college supervisor if:

- The candidate is not making adequate progress.
- The candidate fails to report to the assignment.
- The candidate is chronically late or absent.
- The candidate is acting in an unprofessional manner.

Additional information about this policy can be obtained from the College supervisor or Student Teaching Coordinator of the Curriculum and Instruction Department.

Termination from the Internship. Candidates can be removed from their placement at any time and a grade of Unsatisfactory (U) assigned. After collecting evidence and in consultation with the college supervisor and mentor teacher, the Student Teaching Coordinator will meet with the candidate and supervisor to determine next steps. If it is decided that the candidate will be allowed another student teaching placement, they must complete a *Statement of Readiness to Repeat Student Teaching* form, which must then be approved by the Student Teaching Coordinator, and Program Coordinator before a new placement is made.

12. **Strike Policy:** If a candidate is placed in a district that goes on strike, the following procedures should be followed:

- a) If a strike is anticipated or goes into effect, the candidate should notify the college supervisor and Director of Field Placement as soon as possible.
- b) Candidates should not enter the school building during a strike without first obtaining the permission of the mentor teacher, the school administrator, and the president of the local teacher's union. If it is necessary for a candidate to enter the building, the mentor teacher should assist the candidate in obtaining the approval of all required parties.
- c) During a short term strike of one week or less, the candidate and college supervisor should agree upon a plan to visit other schools, prepare lesson plans, assignments, etc. If the strike is prolonged, it may be necessary to reassign the candidate to another placement.

H. **New York Education Law:** The following sections of NYS Education Law apply to all Internship placements:

1. **Section 3023:** Section 3023 of the NYS Education Law requires, in effect, that each school district “save harmless and protect all teachers, practice or cadet teachers, and members of supervisory and administrative staff or employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person or accidental damage to the property of any person within or without the school building, provided such teacher, practice or cadet teacher ... at the time of the accident or injury the individual was acting in the discharge of his duties within

the scope of employment or authorized volunteer duties and/or under the direction of the Board of Education”. A candidate who is involved in any such accident must immediately inform his/her mentor teacher and school administrator, and notify the college supervisor as soon as possible thereafter.

2. **Section 3001, Subsection 2:** Education Law states that a candidate is legally permitted to practice teaching without the presence of the certified teacher in the classroom providing the classroom certified teacher is available at all times and retains supervision of the candidate.
3. **New York Social Service Law, Section 413:** Candidates, like their In-Service counterparts, are required “to report or cause a report to be made...when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child...” Should a candidate become aware of information in this regard (s)he is expected to consult with his/her mentor teacher and school administrator immediately, and contact the college supervisor as soon as possible thereafter. The mentor teacher and school administrator should provide the candidate with the name of the individual designated by the district to report matters of abuse or neglect, and should assist the candidate in the event that a report is filed. Training is provided for this in SSHS 1020 – Safe Schools, Healthy Students.
4. **Sections 803a, 804, 806 and 808:** Training is provided in preventing child abduction (803a), prevention of tobacco, alcohol, and drug abuse (804), safety education (806) and fire and arson prevention (808) in SSHS 1020 Safe Schools, Healthy Schools.
5. **Personal Insurance:** All full-time graduate students at SUNY Oswego, including those enrolled in internship courses, are required to carry accident and hospitalization insurance covering themselves, which is available at a group rate through SUNY Oswego’s [Auxiliary Services](#), 506 Culkin Hall.

I. Career Planning & Placement Office – Job Search Assistance

Career Services. [Career Services at the Compass](#), 145 Campus Center (315-312-2255), works in collaboration with the teacher candidate, employing officials, and the School of Education. Career Services connects candidates to employers through on- and off-campus recruitment, with the goal of helping candidates secure full-time positions. They additionally assist candidates in preparing and distributing professional [résumés and cover letters](#) and preparing for an interview, whether at regional job fairs or in applying to job vacancies through [Handshake](#), [Regional OLAS](#) sites, and [CareerShift](#). Career Coach, [Jacqueline Wallace](#), is available to all students who are pursuing a career in education. Candidates can contact her via email (jacqueline.wallace@oswego.edu) or make an [appointment online](#).

PART II: INTERNSHIP TEAM: ROLES & RESPONSIBILITIES

A. Mentor Teacher. Since all SUNY Oswego MSED special education candidates are certified teachers, the mentor teacher's role is different from working with undergraduate or other student teachers who are in their first full time teaching experience. The mentor teacher's role in this placement focuses on mentoring a new teacher in a professional development experience that focuses on special educator roles and responsibilities. The following list of some of the most important responsibilities is offered to assist the mentor teacher in planning for and working through the placement with the candidate. Candidates and mentor teachers are individuals who develop their working relationships in many ways. Responsibilities include:

- a) Become acquainted with the expectations of SUNY Oswego's MSED Special Education program by reviewing the Internship Handbook. Either the candidate or the college supervisor can provide you with this information.
- b) Provide for a time to meet your candidate, once s/he has contacted you, and orient him/her to your role and responsibilities in your current position and team.
- c) Provide the candidate with an appropriate, professional work area.
- d) Share your philosophy and curriculum with the candidate.
- e) Discuss school policies and procedures regarding health and safety, discipline and attendance.
- f) Help the candidate to understand the community from which the students come.
- g) Plan for the candidate's involvement as an active, contributing team member from the first day (e.g., supporting students, conducting individual assessments, leading routines).
- h) Introduce the candidate to all team members, including general educators, paraeducators, and related service providers. Orient the candidate to each member's roles within the team.
- i) Make the candidate aware of available resources in the building, district, community, and BOCES.
- j) Set aside time for daily discussions.
- k) Familiarize the candidate with general needs, abilities, and background of students.
- l) Provide the candidate with opportunities to observe your approach to effective teaching and management strategies.
- m) Include the candidate in your daily planning and lesson assessment.
- n) Provide the candidate with curriculum materials.
- o) Monitor the candidate's short and long range planning (i.e., review lesson plans).
- p) Identify opportunities within your context for the candidate to assume leadership and gain experience in priority areas and requirements (e.g., focus student for team planning for positive behavior supports; exploring and implementing specific technologies for one or more students; developing

individual support plans for a student with more significant disabilities and training/ supporting paraeducators).

- q) Observe instruction and other performance regularly and provide specific feedback, orally or in writing.
- r) Encourage and allow the candidate to attempt new strategies and develop his/her own teaching style.
- s) Encourage the student teacher to self-reflect about his/her teaching strategies, dispositions, and skills.
- t) Plan for meetings with college supervisor to discuss the candidate's progress.
- u) Contact the supervisor at first signs of a problem.
- v) Complete a mid- and final evaluation for the candidate on hard copy or online (tk20).
- w) Complete the assessment of the candidate's Professional Dispositions online (tk20).
- x) Work with the college supervisor to contribute to an assessment of the candidate's performance as it relates to competencies for beginning special educators (CEC) and SUNY Oswego program requirements and dispositions.
- y) IF APPROPRIATE, write a recommendation within a few days after the completion of the placement.

B. Teacher Candidate. The candidate's role is to assume responsibility for her or his professional development experience in order to further develop and demonstrate professional competencies as a beginning special educator. The experience is intended to enable the candidate to engage in multiple decision-making roles and self-reflection as a special educator in a semi-structured internship with ongoing feedback from experienced mentors (i.e., mentor teacher and supervisor). In addition to specific competencies, the student teacher should gain an understanding of the professional roles and responsibilities that are central to the special educator role, regardless of service delivery models.

1. Responsibilities:

- a) Contact the mentor teacher soon after the placement has been made to become acquainted with the teacher and program and make specific arrangements to begin the placement.
- b) Become familiar with the service delivery model, program curriculum, and materials.
- c) Become familiar with school rules, policies, routines and facilities.
- d) Seek out and read the school's handbook.
- e) Follow policies and procedures established by the school regarding hours, discipline, and student safety.
- f) Keep the same hours and schedule as the mentor teacher, including following the school calendar rather than the college calendar. Full time attendance is required during the internship unless there is an extenuating situation such as illness.
- g) Communicate with mentor teacher, school personnel (faculty, staff, and administration) and parents, in a professional, respectful manner.

- h) Conform to standards of behavior and dress consistent with school and community requirements.
- i) Use discretion in sharing confidential information about students and colleagues.
- j) Become acquainted with school personnel and their functions.
- k) Establish professional rapport with students and maintain an appropriate teacher-student relationship.
- l) Demonstrate initiative and professionalism as an active, contributing team member including, and beyond, fulfillment of responsibilities required by the college or supervisor.
- m) Seek constructive criticism from mentor teacher and college supervisor relative to professional progress.
- n) Participate in school functions, meetings, conferences, and activities as deemed appropriate by the mentor teacher.
- o) Complete all requirements (see the list of internship requirements).

2. Guidelines:

The internship can and should be one of the most satisfying aspects of the teacher preparation program. Success depends on the candidate's ability to adapt to the situation and develop a good working relationship with the mentor teacher, college supervisor, and others who assist in the learning community. When candidates approach the semester with a spirit of eagerness and openness, success usually follows quite naturally. The following list of suggestions will help ensure success and avoid problems:

- a) Minimize other responsibilities during the internship semester. The internship is a full-time job!
- b) Take full advantage of the internship placement. Be sure to observe other teachers and support staff in addition to your mentor teacher. Find out the role that others play in the education of the students in your assigned class and be ready to work with them.
- c) Be as open as possible with the mentor teacher and college supervisor about concerns. They are there to support you. They want you to complete this experience successfully.
- d) Ask questions and seek help. Find ways to grow and learn.
- e) Focus on key areas such as motivating and sustaining student interest, organization, planning, classroom management and discipline, budgeting your time and your students' time, understanding the content standards, monitoring student growth, and self-reflection of your own teaching knowledge, skills, and dispositions.
- f) Be prepared for an emergency. Know telephone numbers for contacting the mentor teacher and school. Have an alternate ride planned in case of unforeseen car problems.
- g) Be on time and prepared for each day, professional meeting, and related extracurricular activities.

3. **Requirements:**

- a) Full time attendance.
- b) Prepare and share daily lesson plans with mentor teacher for all lessons **prior** to the date of instruction unless your mentor teacher, building administrator, and/or college supervisor require a different schedule for completing your lesson plans.
- c) Plan weekly with Mentor Teacher.
- d) Participate as an active team member throughout each school day. (e.g., do not work on required written products during the school day)
- e) Participate in all roles and responsibilities of mentor teacher (e.g., team and committee meetings), unless deemed inappropriate by mentor teacher or supervisor.
- f) Complete all required experiences and products for SPE 596 in a timely manner and with acceptable quality. For a detailed description of the required activities and products, please refer to the **SPE 596 Course Syllabus and Special Education Internship Required Activities and Products**.
- g) Keep a well-organized digital portfolio/binder with products related to required experiences and have it available daily, on-site for mentor teacher and supervisor.

C. College Supervisor. The college supervisor serves as the candidate's instructor and advocate. In addition, the college supervisor serves as the liaison between the college and the partner school. S/he is an ambassador for the college, sharing the requirements of college programs and expectations for successful student teachers. This is accomplished by the college supervisor observing and giving feedback to the student teacher and by conferring with the mentor teacher and school administrators. Some of the college supervisor's responsibilities include:

- a) Meet with candidates before the semester begins to become acquainted and share expectations.
- b) Be present in the schools during the first two weeks to meet with administrators, mentor teachers and candidates to answer questions and clarify expectations. Arrange for a three-way meeting between the candidate, the mentor teacher and yourself.
- c) Explain and clarify the goals and expectations for the internship experience to the candidates, mentor teachers, and administrators.
- d) Discuss and identify/negotiate opportunities in the particular placement for the candidate to complete required activities as intended (e.g., planning for and providing individualized literacy instruction).
- e) Provide candidates with a way to contact their supervisor either by phone or email.
- f) Provide clear directions about the way in which the procedures of the internship will be carried out – such as submitting weekly reports, assignments, and contacting supervisor in case of an emergency.
- g) Observe each candidate in the classroom and confer with him/her at least three times during the placement; complete an observation report for each visit. Encourage candidates to be self-reflective in their teaching.
- h) Maintain a file for each candidate. Include all observation reports and any other anecdotal information.
- i) Troubleshoot problems that arise. If the problem involves the placement, the Field Placement Office should be notified first. If the problem involves a student's performance, the Student Teaching Coordinator of the Curriculum and Instruction Department should be contacted first.
- j) Determine a schedule for the candidates to complete assignments. Meet with each student mid-placement and at the end of the placement to provide evaluation.
- k) Assist the mentor teacher in completing the final assessment if necessary.
- l) Evaluate the candidate's performance (mid placement and at end of placement) and professional dispositions using the appropriate forms.
- m) Write a recommendation, **if appropriate**. This is not a requirement.
- n) Assign final grades.

D. School Administrator. As academic leader of the school, the administrator plays a very important role in the internship program. The administrator's role is to help the school community understand and support the internship program and to help the candidate adjust to the total school program. Responsibilities may include:

- a) Create a positive attitude among school staff, student body, and community regarding the school's responsibilities in the Internship program.
- b) Provide orientation for all interns explaining school policies and procedures.
- c) Assist, if time permits, with the evaluation of the intern's instructional competence and professional potential. While it is understood that the responsibilities of the school administrator are intense and time consuming, it is very helpful for the administrator to observe the intern during the internship period and offer feedback.
- d) Assist team members with the assessment of student teacher performance.
- e) Communicate with the Field Placement Office at 315-312-3098 if and when problems arise.

E. Student Teaching Coordinator. The Student Teaching Coordinator of the Curriculum and Instruction Department serves as liaison between the Curriculum and Instruction Department, the School of Education Field Placement Office, and teacher candidates in initial certification programs. S/he works closely with the Field Placement Coordinator, faculty, and students to insure that program procedures are followed and requirements are met. Responsibilities include:

- a) Provide overall leadership and direction for the program.
- b) Interpret and enforce existing internship policies with the advice of department faculty and supervisory staff.
- c) Revise and/or develop new policies with input from department faculty.
- d) Meet with candidates demonstrating problems in field placements prior to the internship.
- e) Meet with candidates who demonstrate problems during the internship experiences to facilitate problem solving.
- f) Provide leadership in initiating and developing program changes and improvements as needed.

F. Field Placement Office Director: The School of Education Field Placement Office Director serves as the liaison between the School of Education and the school districts partnering with SUNY Oswego teacher preparation programs. The director works closely with the Student Teaching Coordinator, Curriculum and Instruction Department Chair, and school personnel in the role of overseeing the placement process for all program-related field experiences including the internship.

G. tk20 Administrator: The School of Education tk20 Administrator works closely with the School of Education faculty and candidates to ensure collection of data during coursework and field experiences, including the internship. The tk20 Administrator activates program assessments in [tk20](#); assists faculty, candidates, and community partners in negotiating the tk20 system; and monitors online completion of required program assessments.

PART III: INTERNSHIP EVALUATION FORMS

- A. Internship Assessment Form:** The Graduate Internship Assessment Form for the Special Education Grades 7-12 Initial Program is used to provide feedback and an evaluation of the candidate's proficiency in demonstrating the knowledge, skills, and dispositions as set by the Council for Exceptional Children (CEC). This form is completed by the mentor teacher and college supervisor twice during the internship experience: midway through the internship and at the conclusion of the internship (completed on [tk20](#)). The candidate may also be asked to complete the assessment form as a means of self-reflection. The form is attached.
- B. Candidate Dispositions:** Professional Dispositions, as described elsewhere in this handbook, are assessed at the end of the internship experience by the candidate, mentor teacher, and college supervisor (completed on [tk20](#)).
- C. Lesson Plans: Required Formats:** Special educators must be able to assess students and design and deliver individually appropriate specialized instruction as needed to support the academic and behavioral achievement of students with disabilities in secondary settings. Lessons, whether individual, small group, or large group, must be based upon students' abilities and needs; lessons must reflect the candidate's professional decision-making regarding appropriate materials, objectives and procedures to support the student's growth across contexts and contents. Use of scripted or "packaged" commercial teaching materials should be used with discretion and require prior approval from the college supervisor and mentor teacher. Contact your supervisor, if necessary, to negotiate opportunities to ensure that you are able to gain this important experience and meet this critical requirement. Your supervisor will recommend lesson plan formats to document your professional decision making in planning and implementing lessons. Other lesson planning formats may be appropriate with supervisor approval.
- D. Supervisor Observation Report:** Frequent observation and constructive feedback on the candidate's teaching is essential to support ongoing professional development of the knowledge, skills, and dispositions needed to be a secondary special educator. The college supervisor will complete a minimum of three observations and post-observation conferences. Verbal and written/formal feedback to the candidate will be offered after each observation. A copy may be shared with the mentor teacher.



**Curriculum & Instruction Department
Graduate Internship Assessment Form
Special Education Grades 7-12 Initial Program**

Candidate: _____ Date: _____

College Liaison: _____

Cooperating Teacher: _____

School District: _____ Building: _____

Use the following rubric to evaluate the teacher candidate's performance in the classroom and within the team on each of the criteria in the categories of Learner Development and Learning Environments; Content Knowledge, Assessment and Instruction; Professional and Ethical Practices and Collaboration. EXAMPLES of performance indicators are offered for each item.

These criteria reflect the Council for Exceptional Children (CEC) Standards for Initial Level Special Educator Preparation and Standards for the following Initial Specialty Set: Individualized General Curriculum and Individualized Independence Curriculum, Combined. These CEC Standards represent a set of knowledge, dispositions, and performances deemed essential for beginning special educators and the expectations that SUNY Oswego School of Education has for its Special Education teacher candidates.

Your ratings should reflect appropriate expectations for the candidate's current stage of professional development and experience for the special education role (i.e., internship for Initial Special Education certification). Please add your comments and feedback at the end of this form.

| Standard 1: Learner Development and Individual Learning Differences | | | | | |
|--|--|---|---|--------|---|
| The candidate understands how exceptionalities may interact with development and learning and use this knowledge to provide meaningful and challenging learning experiences for individuals with exceptionalities. | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 1.1 Candidate demonstrates understanding of how language, culture, and family background influence the learning of individuals with exceptionalities. | Consistently demonstrates understanding of learner development and characteristics while providing learning experiences to students. | Frequently demonstrates understanding of learner development and characteristics while providing learning experiences to students. | Rarely demonstrates understanding of learner development and characteristics while providing learning experiences to students. | | <ul style="list-style-type: none"> Individualized decision making for instruction and support considers the full range of learner characteristics, including nature and impact of individual's disability, culture, language and family values. Seeks information from mentors/teammates to prevent inappropriate disability assessment and identification of students based on characteristics (e.g., culture, ethnicity, language) Demonstrates cultural sensitivity/openness regarding family perceptions/expectations for their child who has a disability. With the support of mentors, collaborates with families to gather information about students' strengths/assets, interests and needs |
| 1.2 Candidate uses understanding of development and individual differences to respond to the needs of individuals with exceptionalities | Seeks to know students well and consistently uses this information to engage the learner in age and skill appropriate tasks. | Seeks to know students well and frequently uses this information to engage the learner in age and skill appropriate learning tasks. | Seeks limited knowledge of learners and inconsistently uses this information to engage the learner in age and skill appropriate learning tasks. | | <ul style="list-style-type: none"> Seeks authentic opportunities to learn about students through observation, collaboration with colleagues, and review of appropriate documentation (IEPs, assessments, etc.) Performance (e.g., instruction and supports) reflects knowledge of individual learner profiles related to individual learner assets/ strengths and impact of disabilities for educational and transition planning. Interprets individual's current learning holistically, based on performance across a wide range of settings and activities. Demonstrates an understanding of how individual disability characteristics intersect with other characteristics to impact learning and participation (e.g., language development, auditory processing, listening and reading comprehension, behavior, communication, social and academic engagement). |

| Standard 2: Learning Environments | | | | | |
|---|---|--|--|--------|--|
| The candidate contributes to creating safe, inclusive, culturally responsive learning environments so that individuals with exceptionalities become active and effective learners and develop emotional well-being, positive social interactions, and self-determination. | | | | | |
| | 3-Target | 2-Acceptable | 1-Unacceptable | Rating | Performance Indicators |
| 2.1 Candidate, through collaboration with general educators and other colleagues, creates safe, inclusive, culturally responsive learning environments to engage individuals with exceptionalities in meaningful learning activities and social interactions. | Consistently builds positive relationships, classroom community, implements engaging instruction, and encourages positive behavior. | With some mentor support, actively participates in building positive relationships, classroom community, implements engaging instruction, and encourages positive, behavior. | Rarely builds positive relationships, classroom community, implements engaging instruction or encourages positive, behavior. | | <ul style="list-style-type: none"> • With mentor support, models and shares effective strategies for facilitating relationships between students with various characteristics (e.g., disability, culture, language, gender) with team members • Implements effective strategies to build community and promote positive behaviors and relationships in school and other contexts (e.g., workplace) • Co-plans and implements class routines and flexible groups using accessible curriculum materials for diverse learners • Implements effective strategies to build community and promote positive behaviors and relationships. • Co-plans, implements, and monitors appropriate individualized supports to maximize motivation and minimize frustration. • In collaboration with related service teammates (e.g., occupational therapist), implements and monitors individual sensory stimulation programs directly and indirectly (e.g., teaching assistants, job coaches) |

(cont.)

| Standard 2: Learning Environments | | | | | |
|---|--|--|--|--------|--|
| The candidate contributes to creating safe, inclusive, culturally responsive learning environments so that individuals with exceptionalities become active and effective learners and develop emotional well-being, positive social interactions, and self-determination. | | | | | |
| | 3-Target | 2-Acceptable | 1-Unacceptable | Rating | Performance Indicators |
| 2.2 Candidate uses motivational and instructional interventions to teach individuals with exceptionalities how to adapt to different environments. | Consistently uses effective motivation strategies and instructional interventions for successful learning. | Frequently uses effective motivation strategies and instructional interventions for successful learning. | Rarely uses effective motivation strategies and instructional interventions for successful learning. | | <ul style="list-style-type: none"> Actively builds positive relationships, uses student interests; meaningful curriculum and evidence-based behavioral and instructional strategies to maintain student engagement and focus. Proactively implements practices that maximize student engagement, success and positive behaviors |
| 2.3 Candidate intervenes safely and appropriately with individuals with exceptionalities who are in crisis. | Effectively and safely intervenes appropriately during crisis situations. | Intervenes with limited success during crisis situations. | Does not intervene effectively during crisis situations. | | <ul style="list-style-type: none"> Facilitates collaborative comprehensive functional behavior assessment for student with challenging behaviors. Facilitates collaborative, data-based planning of Positive Behavior Intervention plan (from FBA) which focuses on preventing challenging behavior and teaching new skills Facilitates implementation and monitoring of positive behavior supports and interventions per BIP Uses skills in problem solving, conflict resolution and crisis management when needed. |

| Standard 3: Curricular Content Knowledge | | | | | |
|--|---|--|--|--------|--|
| <i>The candidate uses knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 3.1 Candidate demonstrates understanding of the central concepts, structures of the discipline, and tools of inquiry of the content areas they teach, and can organize this knowledge, integrate cross-disciplinary skills, and develop meaningful learning progressions for individuals with exceptionalities | Demonstrates deep understanding of curriculum and content knowledge and confidently organizes and delivers instruction. | Demonstrates appropriate understanding of curriculum and content knowledge and organizes and delivers instruction adequately. | Does not demonstrate knowledge of curriculum or content and struggles to organize and deliver instruction. | | <ul style="list-style-type: none"> Utilizes resources (i.e., grade level curriculum, colleagues) to identify central concepts of general education curriculum Demonstrates knowledge and competence in co-teaching the content of the general education curriculum to individuals with exceptionalities across a wide range of performance levels. |
| 3.2 Candidate uses general and specialized content knowledge for teaching across curricular content areas to individualize learning for individuals with exceptionalities | Demonstrates deep understanding of specialized curriculum and content knowledge and confidently organizes and delivers instruction. | Demonstrates good understanding of specialized curriculum and content knowledge and organizes and delivers instruction adequately. | Does not demonstrate knowledge of specialized curriculum or content and struggles to organize and deliver instruction. | | <ul style="list-style-type: none"> Demonstrates knowledge and competence teaching specialized curriculum for individualized and small group instruction in developmental reading and writing and other priority IEP areas (e.g., mathematics, learning strategies, self-determination, social skills skills). |

(cont.)

Standard 3: Curricular Content Knowledge

The candidate uses knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities.

| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
|--|---|---|---|--------|--|
| 3.3 Candidate appropriately plans accommodations/modifications for general and specialized curricula to make them accessible to individuals with exceptionalities. | Consistently uses UDL principles, differentiated instruction and appropriate modifications to make curriculum accessible to students. | Frequently uses UDL principles, differentiated instruction and appropriate modifications to make curriculum accessible to students. | Rarely uses UDL principles, differentiated instruction and appropriate modifications to make curriculum accessible to students. | | <ul style="list-style-type: none"> • Uses Universal Design for Learning (UDL) principles to make general education curriculum accessible to students (including technology supports, flexible grouping, multiple formats, differentiated assignments, etc.) • Further adapts curriculum (multi-level, curriculum overlapping, individualized expectations/materials) to facilitate student participation and learning within the general education and specialized curriculum. |

| Standard 4: Assessment | | | | | |
|---|---|---|---|--------|---|
| <i>The candidate uses multiple methods of assessment and data-sources in making educational decisions.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 4.1 Candidate selects and uses technically sound formal and informal assessments that minimize bias. | Selects and effectively uses appropriate assessments for relevant purposes. | With some mentor guidance, selects and uses appropriate assessments for relevant purposes. | Does not use appropriate assessments for relevant purposes. | | <ul style="list-style-type: none"> • In collaboration with teammates, selects appropriate measures, administers, scores, interprets and reports on formal and informal assessments that may contribute to identification, eligibility, program development (e.g., standardized achievement tests, curriculum based assessments) • Guards against over- and under-identification of disabilities related to cultural, ethnic, gender and linguistic diversity. • Ensures that students with disabilities participate in district and statewide assessments. • Provides and documents use of accommodations or alternate assessments. Selects, adapts and modifies assessments to accommodate students' unique abilities and needs. |
| 4.2 Candidate uses knowledge of measurement principles and practices to interpret assessment results and guide educational decisions for individuals with exceptionalities. | Consistently interprets and uses assessment data accurately to inform instruction or intervention for students with exceptionalities. | Frequently interprets and uses assessment data accurately to inform instruction or intervention for students with exceptionalities. | Rarely interprets and uses assessment data accurately to inform instruction or intervention for students with exceptionalities. | | <ul style="list-style-type: none"> • Selects appropriate measures, administers, scores, interprets and reports on formal and informal assessments for instructional planning, supports and progress monitoring (e.g., individual reading inventories and literacy skills assessments, functional behavior assessments, curriculum based assessments, ecological inventories, interest inventories, structured observations). • Uses appropriate assessments and schedules to monitor progress in IEP goals and general education curriculum. <p style="text-align: right;">(cont.)</p> |

| Standard 4: Assessment | | | | | |
|--|---|--|---|--------|--|
| <i>The candidate uses multiple methods of assessment and data-sources in making educational decisions.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 4.3 Candidate, in collaboration with colleagues and families, uses multiple types of assessment information in making decisions about individuals with exceptionalities. | Collaborates fully with colleagues and families using multiple assessments to make programmatic /instructional decisions. | Limited collaboration with colleagues and families using multiple assessments to make programmatic /instructional decisions. | No collaboration evident with colleagues and families using multiple assessments to make programmatic /instructional decisions. | | <ul style="list-style-type: none"> Communicates assessment results in a variety of formats to multiple audiences (e.g., families, general education teammates, IEP teams). Involves families as partners when planning assessments for various purposes (e.g., academic, social, vocational). Initiates, contacts and collaborates with other professionals for identification and program planning. Gathers multiple perspectives on student's abilities and needs (e.g., family, general educator) |
| 4.4 Candidate engages individuals with exceptionalities to work toward quality learning and performance and provides feedback to guide them. | Consistently engages students in striving to do their best, providing appropriate challenge and specific feedback on performance. | Somewhat engages students to do their best, providing appropriate challenge and specific feedback on performance. | Does not Engage students to do their best or provide appropriate challenge and specific feedback on performance. | | <ul style="list-style-type: none"> Encourages students to take responsibility for their learning through exploring interests, setting and reaching goals and teaching self-determination skills. Provides consistent and specific feedback to students regarding their performance during daily instruction, weekly progress and long-term achievement of goals. |

| Standard 5: Instructional Planning and Strategies | | | | | |
|--|--|---|--|--------|---|
| <i>The candidate selects, adapts, and uses a repertoire of evidence-based instructional strategies to advance learning of individuals with exceptionalities.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 5.1 Candidate considers an individual's abilities, interests, learning environments, and cultural and linguistic factors in the selection, development, and adaptation of learning experiences for individual with exceptionalities. | Consistently and carefully plans and delivers instruction based upon relevant assessment data, student abilities, interests, needs and educational priorities. | Sometimes plans and delivers instruction based upon relevant assessment data, student abilities, interests, needs and educational priorities. | Does not carefully plan and deliver instruction based upon relevant assessment data, student abilities, interests, needs and educational priorities. | | <u>Program & Instructional Planning</u> <ul style="list-style-type: none"> • Uses State/District Curriculum, Learning Standards and students' IEPs to plan instruction in the general education curriculum. • Plans and develops expanded curriculum (e.g., life skills, communication skills) for individual learners within the typical classroom and school/ community routines. • Develops student-centered instructional plans including regular education and special education • Co-plans and implements adaptations & supports for general education curriculum and other learning contexts (e.g., workplace) • Assesses, plans and implements individualized lessons in foundation skills, which augment and support regular education programming (e.g., literacy skills, learning strategies). • Assesses, plans and implements individualized instruction in nonacademic skills/routines |
| 5.2 Candidate uses technologies to support instructional assessment, planning, and delivery for individuals with exceptionalities. | Consistently uses instructional and assistive technology effectively in assessment and teaching of students with exceptionalities. | Occasionally uses instructional and assistive technology effectively in assessment and teaching of students with exceptionalities. | Rarely uses instructional and assistive technology effectively in assessment and teaching of students with exceptionalities. | | <ul style="list-style-type: none"> • Utilizes technology and assistive technology to increase independence and participation and support engagement and learning (e.g., academic software for reading and writing continuous texts, apps for skills practice, communication across academic, social/ extracurricular contexts). • Selects/utilizes assistive technology tools based upon learner characteristics, and learning goals. |

(cont.)

| <i>The candidate selects, adapts, and uses a repertoire of evidence-based instructional strategies to advance learning of individuals with exceptionalities.</i> | | | | | |
|---|--|---|---|--------|--|
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 5.3 Candidate demonstrates the ability to integrate the use of augmentative and alternative communication systems and a variety of assistive technologies to support the communication and learning of individuals with exceptionalities. | Collaborates effectively with specific team members and consistently uses AAC/AT to support students' communication, participation and learning. | Occasionally collaborates with specific team members and occasionally uses AAC/AT to support students' communication, participation and learning. | Rarely collaborates with specific team members and occasionally uses AAC/AT to support students' communication, participation and learning. | | <ul style="list-style-type: none"> • Planning and decision-making reflects thorough understanding of individual student abilities and characteristics in language and literacy, including primary language and culture. • Collaborates with speech and language therapists and other professionals to assess, plan and implement strategies that foster language and communication development of students with disabilities. • Works collaboratively with team (including speech therapist) to understand and utilize students' AAC systems to support communication/participation within instructional sessions and other contexts (e.g., classes, extra-curricular, community, workplace). • Initiates as needed within current school context to further explore how to support access to and use of augmentative, alternative, and assistive technology to support and enhance communication of individuals with limited verbal abilities |
| 5.4 Candidate uses strategies to enhance language development and communication skills of individuals with exceptionalities. | Consistently uses strategies to enhance students' language and communication skills. | Occasionally uses strategies to enhance students' language and communication skills. | Does not use strategies to enhance students' language and communication skills. | | <ul style="list-style-type: none"> • Actively teach communication, choice making and other language skills/strategies to promote active participation and independence. |

(cont.)

| Standard 5: Instructional Planning and Strategies | | | | | |
|--|--|---|--|--------|---|
| <i>The candidate selects, adapts, and uses a repertoire of evidence-based instructional strategies to advance learning of individuals with exceptionalities.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 5.5 Candidate develops and implements a variety of education and transition plans for individuals with exceptionalities across a wide range of settings and different learning experiences in collaboration with individuals, families, and teams. | Actively participates and supports the development and implementation of IEPs. | With mentor's support, participates and supports the development and implementation of IEPs | Very limited participation and support of the development and implementation of IEPs. | | <ul style="list-style-type: none"> Participates/Leads team development of IEPs. Actively involves students, families, professional teammates, and appropriate adult agencies to develop individual education programs and transition plans. Supports and monitors IEP implementation across instructional settings. Leads team proactive problem solving with professional teams and families. |
| 5.6 Candidate teaches to mastery and promote generalization of learning. | Consistently uses assessment data and evidence-based instructional strategies to facilitate student mastery of IEP/lesson/unit goals/objectives. | Sometimes uses assessment data and evidence-based instructional strategies to facilitate student mastery of IEP/lesson/unit goals/objectives. | Rarely uses assessment data and evidence-based instructional strategies to facilitate student mastery of IEP/lesson/unit goals/objectives. | | <ul style="list-style-type: none"> Locates, evaluates and uses current evidence-based interventions, practices and appropriate materials (including assistive technology) for students with disabilities. Plans/co-plans and co-teaches/implements specialized instructional strategies to address individual goals in general education classes and school routines. Uses on-going assessment to provide appropriate interventions/ individualized instruction in developmental reading and writing and behavior supports, as well as other priorities identified in students' IEPs (e.g., math, participation/social skills, use of new technologies, strategies, functional skills) in school and community Uses data to monitor student progress and adjusts teaching to facilitate maintenance and generalization of skills. <div style="text-align: right;">(cont.)</div> |

| Standard 5: Instructional Planning and Strategies | | | | | |
|--|--|---|---|--------|---|
| <i>The candidate selects, adapts, and uses a repertoire of evidence-based instructional strategies to advance learning of individuals with exceptionalities.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 5.7 Candidate teaches cross-disciplinary knowledge and skills such as critical thinking and problem solving to individuals with exceptionalities. | Effectively teaches additional foundation skills to promote critical thinking and problem solving. | Somewhat effectively teaches additional foundation skills to promote critical thinking and problem solving. | Does not effectively teach additional foundation skills to promote critical thinking and problem solving. | | <ul style="list-style-type: none"> Uses evidence based strategies to provide appropriate individualized/ small group instruction beyond the curriculum (e.g., self regulation, problem solving, conflict resolution) |

| Standard 6: Professional Learning and Ethical Practice | | | | | |
|---|---|---|--|--------|--|
| <i>The candidate uses foundational knowledge of the field and the professional Ethical Principles and Practice Standards to inform special education practice, to engage in lifelong learning, and to advance the profession.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 6.1 Candidate practices reflect professional Standards of Ethical Principles and Practice. | Consistently demonstrates professional and ethical practices across roles and contexts. | Consults with mentors for some decisions regarding professional and ethical practices across roles and contexts. | Rarely consults mentors and sometimes demonstrates unprofessional and questionable ethical practices . | | <ul style="list-style-type: none"> • Performance is consistent with current special education laws, policies and ethical practices. • Respects privacy and confidentiality of students and families. • Attends and participates in school wide, building-level and classroom meetings with other professionals and parents/guardians (Committee on Special Education, School Based Intervention Team, Response to Intervention team, Transition planning team). • Can explain Special education policies, procedures and processes as they relate to students with disabilities. • Continually reflects on and adjusts practice |
| 6.2 Candidate understands how foundational knowledge and current issues influence professional practice. | Can articulate the rights of students and families, and roles and responsibilities of professionals that serve them and interpret these in light of current issues. | Understands the rights of students and families, and roles and responsibilities of professionals that serve them; consults with mentors for applications for some current issues. | Limited understanding of the rights of students and families, and roles and responsibilities of professionals that serve them. | | <ul style="list-style-type: none"> • Understands and can explain rights of students with disabilities and their parents, • Understands and can explain roles and responsibilities of teachers and other professionals and staff related to serving students with disabilities, <p style="text-align: right;">(cont.)</p> |

| Standard 6: Professional Learning and Ethical Practice | | | | | |
|---|---|---|---|--------|--|
| <i>The candidate uses foundational knowledge of the field and the professional Ethical Principles and Practice Standards to inform special education practice, to engage in lifelong learning, and to advance the profession.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 6.3 Candidate understands that diversity is a part of families, cultures, and schools, and that complex human issues can interact with the delivery of special education services. | Recognizes and thoughtfully responds to the intersection of diversity issues (e.g., family/ school culture, language) with special education services | Seeks support from mentors to thoughtfully respond to the intersection of diversity issues (e.g., family/ school culture, language) with special education services | Is disinterested in/ disrespectful of the intersection of the diverse human characteristics with special education services | | <ul style="list-style-type: none"> Establishes respectful and productive relationships with all parents and guardians. Understands impact of language and culture on identification and services for students with disabilities and their families. |
| 6.4 Candidate understands the significance of lifelong learning and participate in professional activities and learning communities. | Demonstrates active engagement in professional development activities and life-long learning to benefit students they serve. | Demonstrates limited engagement in professional development activities and life-long learning to benefit students they serve. | Resists engagement in professional development activities and life-long learning to benefit students they serve. | | <ul style="list-style-type: none"> Verbal and written communication reflects professional standards. Performs duties in a manner that is consistent with sound ethical and professional practices and legal requirements of the field. Seeks opportunities to participate in learning communities for professional growth -attends and presents at state or local conference. Leads, manages and fulfills full range of responsibilities in special educator role. |

(cont.)

| Standard 6: Professional Learning and Ethical Practice | | | | | |
|---|--|--|--|--------|--|
| <i>The candidate uses foundational knowledge of the field and the professional Ethical Principles and Practice Standards to inform special education practice, to engage in lifelong learning, and to advance the profession.</i> | | | | | |
| | 3 - Target | 2 - Acceptable | 1 - Unacceptable | Rating | Performance Indicators |
| 6.5 Candidate advances the profession by engaging in activities such as advocacy and mentoring | Candidate engages in investigations and shares professional learning (e.g., implementing and introducing new tools to teammates, action research, intervention practice and outcomes) with in professional development contexts. | With assistance from mentors, candidate engages in investigations and shares professional learning (e.g., implementing and introducing new tools to teammates, action research, intervention practice and outcomes) with in professional development contexts. | Candidate does attempt to implement new tools or share with team; does not engage appropriately in systematic investigations/sharing effective practices professionally. | | <ul style="list-style-type: none"> Continually reflects on personal biases and the influence of these biases on instruction of students and interactions with other personnel, families and the community (e.g., open to new evidence-based approaches and strategies) Advocates for appropriate services for individuals with exceptionalities (e.g. AAC evaluation, sensory processing evaluation, use of assistive technology to access curriculum, meaningful community based transition opportunities) Demonstrates knowledge of meaningful, individualized transition options for full range of learners (e.g., post secondary learning, paid and volunteer work in local community) Shares examples of emerging practices at conferences, workshops or other professional development contexts Implements new software tools or other assistive technology with one or more students and shares information with/ trains teammates |
| 6.6 Candidate provides guidance and direction to paraeducators, tutors, and volunteers. | Provides consistent and well defined guidance and support to paraeducators, based upon evidence-based practices | Occasionally provides guidance and support to paraeducators, based upon evidence-based practices. | Does not provide guidance and support to paraeducators, based upon evidence-based practices. | | <ul style="list-style-type: none"> Co-plans and clarifies paraeducators's roles and responsibilities within the professional team (e.g., general educators, special area teachers) and for specific contexts and students they serve Guards against misuse of paraeducators and unintended outcomes (e.g., replacing special education teacher instruction, fostering dependence, limiting peer opportunities) |
| Standard 7: Collaboration | | | | | |
| The candidate collaborates with families, other educators, related service providers, individuals with exceptionalities, and personnel from community agencies in culturally responsive ways to address the needs of individuals with exceptionalities across a range of learning experiences. | | | | | |
| | 3-Target | 2-Acceptable | 1-Unacceptable | Rating | Performance Indicators |

| | | | | | |
|--|---|--|---|--|---|
| 7.1 Candidate's practice reflects the theory and elements of effective collaboration. | Very effectively co-plans, co-teaches, problem solves and collaborates with teams on behalf of students they serve. | Somewhat effectively co-plans, co-teaches, problem solves and collaborates with teams on behalf of students they serve. | Is ineffective in co-planning co-teaching, problem solving and collaborating with teams on behalf of students they serve. | | <ul style="list-style-type: none"> • Co-plans and co- teaches with general education team members to support educational program for students with disabilities • Shares information and communicates with community based staff to support student success in vocational/ community learning contexts. • Collaborates with related service providers in design and implementation of instructional plans, integrating therapy services to support students' educational programs in school and community settings. • Participates in on-going team problem-solving to address programmatic challenges. |
| 7.2 Candidate serves as a collaborative resource to colleagues. | Consistently serves as a resource to other team members. | Sometimes serves as a resource to other team members. | Do not serve as a resource to other team members. | | <ul style="list-style-type: none"> • In collaborative contexts, offers resources and information to support student success in school and community settings. (e.g. assistive technology tools, teaching methods and strategies, community resources/programs.) |
| 7.3 Candidate uses collaboration to promote the well-being of individuals with exceptionalities across a wide range of settings and collaborators. | Attends and actively participates in building and community level planning/collaboration meetings on behalf of students they serve. | Sometimes participates in building and community level planning/collaboration meetings on behalf of students they serve. | Does not actively participate in building and community level planning/collaboration meetings on behalf of students they serve. | | <ul style="list-style-type: none"> • Collaborate with team members to plan transition to adulthood that encourages full community participation • Participates in various building level student planning teams. • Provides support and information to families regarding helpful teaching methods or community services. |

Comments on Overall Performance

You may wish to include Strengths, Areas of Growth and Priorities for Further Development for the Special Educator role.

PART IV: PROGRAM, FIELD PLACEMENT & COURSE DESCRIPTIONS

A. MSED Special Education 7-12 Generalist. The MSED Special Education 7-12 Generalist Program (36 sh) leads to Initial Certification in Special Education 7-12 Generalist. Candidates are required to hold a B.S. or B.A. degree and valid NYSED Teaching Certificate in a secondary content area (Biology, Chemistry, Earth Science, English, Mathematics, Modern Language, Physics, or Social Studies), or equivalent. Courses in the program include:

| | | |
|---------|--|--------|
| SPE 504 | Teaching Exceptional Students | (3 sh) |
| SPE 535 | Special Education Methods, grades 7-12 | (3 sh) |
| | <i>A 50 hour Field Experience is a required part of SPE 535, which includes weekly individualized instruction in cognitive strategies for a student with disabilities in a secondary school setting.</i> | |
| SPE 537 | Assessment for Special Needs Students | (3 sh) |
| SPE 517 | Reading Interventions for Students with Disabilities, grades 7-12 | (3 sh) |
| | <i>A 25 Hour Field Experience is a required part of SPE 517, which includes supervised literacy tutoring for a student who has disabilities in a secondary school setting.</i> | |
| SPE 521 | Educational Planning: Proactive Behavior Supports | (3 sh) |
| SPE 525 | Educational Planning for Students with Severe Disabilities | (3 sh) |
| | <i>A 25 Hour Field Experience is a required part of SPE 525, which includes individualized weekly instruction for a student who has severe disabilities in a secondary school setting.</i> | |
| EDU 516 | Continuing Professional Development through Research | (3 sh) |
| EDU 583 | Teaching English Language Learners Across the Curriculum | (3 sh) |
| SPE 596 | Internship Adolescent Special Education Teacher | (9 sh) |
| | <i>10 weeks full time, fall or spring semesters only.</i> | |
| SPE 530 | Assistive Technology for Special educators | (3 sh) |
| | <i>Taken concurrently with SPE 596.</i> | |

Program Culminating Examination

After successful completion of all coursework and internship.

B. Field Placements

Candidates in the MSED Special Education 7-12 Generalist program must complete 100-clock hours of supervised, course related field experience and Internship in the special educator role. Field experiences and Internship placements ensure that all candidates gain experience at both the middle (7-8) and high school (9-12) grade levels. All candidates bring prior experience in high needs and urban schools with socio-economically diverse learners and English Language learners from their initial teacher preparation as classroom teachers. Graduate special education placements often include urban and high needs schools that serve economically, culturally and linguistically diverse learners.

The MSSED Special Education 7-12 Generalist program includes one 50 hour and two 25 hour supervised, course-related field experiences and one full time, ten-week Internship placement (during the regular academic year) in the special educator role. The field experiences include one semester focused on serving students who have mild disabilities (with significant emphasis on supporting literacy development and modifying environments) and one semester serving students with severe cognitive disabilities (with focus on modifying environments, individualized goals and positive behavior supports). Internship placements are made in the service area in non-categorical public school programs where candidates serve students with various disabilities and other diverse characteristics. All candidates are supervised for all field experiences and Internship by full time special education program faculty, in collaboration with public school mentor teachers.

Field experiences are related to program courses. One 50 hour practicum is completed as part of SPE 535: Methods in Special Education, grades 7-12. Candidates assess and plan a cognitive strategy intervention plan for a student who has a mild/ moderate disability. The intervention plan, conducted for at least ten sessions, also includes strategies for maintenance and generalization across core content areas. In addition to implementing the cognitive strategy intervention plan, the candidates support students in general education classrooms while collaboratively working with general education colleagues to provide the necessary accommodations for learners in core content area classrooms.

The 25-hour field experience is completed during the Spring semester as part of SPE 525: Educational Planning for Students with Severe Disabilities and SPE 521: Educational Planning-Proactive Behavior Supports. Candidates serve a student who has a severe cognitive disability. They see the student across an entire day (including general and special education contexts/services), conduct an ecological inventory, and parent or teacher interview. Candidates are then required to assess, plan and implement two instructional programs for their focus student, complete with lesson plans and teaching materials. Candidates also complete a detailed critical analysis and reflections of their focus student's current program. They address such topics as behavioral support, daily schedule, communication system, related services support, teaming and collaboration, social interactions and relationships, and reducing and eliminating stigma. At the end of the field placement, candidates share instructional program results with mentor teachers.

The second 25-hour field experience is completed during the Spring semester as part of SPE 517: Reading Interventions for Students with Disabilities 7-12. Candidates assess and tutor a student who has a mild/ moderate disability in literacy for 12 weeks, as well as conduct school-based observations of the student in her/his school program. At the completion of tutoring, candidates complete a final progress report about the students' progress and recommendations. They also develop a critical analysis of the student's current "full day" literacy program, with recommendations for both the special education and general education components.

After completing 24sh in graduate special education coursework (including 100 hours of special education field experience), candidates complete a 10 week of full time internship in the special educator role in a secondary public school setting. Required activities and products include individual assessments in literacy and other IEP priorities; instructional plans; designing

interventions for literacy, participation and behavior; modifying curricula and environments; collaboration with professionals, paraprofessionals and families, coordinating IEP development, and reflections on emerging understandings of the professional role, implications for advocacy and social justice, and priorities and opportunities for ongoing professional development. The Internship timeframe (10 weeks) matches participating schools' marking period for reporting student progress. The 10-week placement supports their team participation in reporting student progress on IEP goals, as well as data for their students' report cards. The length and structure of the capstone Internship experience ensure candidates' attention to student learning as it relates directly to their professional decision-making, as well as strengths and limitations of the student's program.

C. Course Descriptions

SPE 504, Teaching for Inclusive Schooling (3sh)

This course provides an introduction to P.L. 94-142, Section 504, P.L. 99-457, subsequent legislation and amendments, the New York Special Education Process, and contemporary models, issues and trends in the field of special education. Areas of exceptionality are studied in relation to definitions, characteristics, etiologies, and educational implications. Prerequisite: Graduate standing.

SPE 535 Special Education Methods, grades 7-12 (3 sh)

This course provides an introduction to essential instructional roles and responsibilities of special educators in grades 7-12. Course and integrated field experiences will emphasize planning and instruction through specialized instruction and co-teaching to address individual student priorities. Prerequisites: Acceptance in MSED Special Education 7-12 is required; SPE 504 prior or concurrent.

SPE 537 Assessment for Special Needs Students (3 sh)

This course focuses on basic concepts and theory of educational measurement in relation to the selection, interpretation, use and design of assessment instruments and practices utilized with special needs students. Course content encompasses nondiscriminatory methods of formal and informal assessment with particular emphasis on classroom-riven measures such as direct observation, curriculum based assessment check-lists, rating scales, interviews, portfolio development, and self-report techniques. Prerequisite: Admission to MSED Special Education 7-12 program.

SPE 517 Reading Interventions for Students with Disabilities, grades 7-12 (3 sh)

This course prepares special education candidates to plan and implement intensive, supplemental research-based reading instruction for secondary students with disabilities who demonstrate limited reading proficiency; includes field experience. Prerequisite: Acceptance in MSED Special Education 7-12 is required.

SPE 521 Educational Planning: Proactive Behavior Supports (3 sh)

This course will emphasize knowledge and skills special educators need to help their teams manage the classroom environment and to teach students who need individualized instruction to develop positive behaviors. The course will consider a systemic approach (building-classroom-individual) to behavior management and support to help a wide range of students succeed in regular classes and other settings. Considerations for learning characteristics of students with challenging behaviors and skills to facilitate Functional Behavioral Assessments and to develop individual Proactive Behavior Support Programs will also be addressed. Prerequisite: Admission to MSSED Special Education 7-12 program.

SPE 525 Educational Planning for Students with Severe Disabilities (3 sh)

This required course will address knowledge and skills educators need to plan individualized programs for students with severe and multiple disabilities. Emphasis will be on teaching and supporting students within regular classes and typical school activities, based on a vision of adult participation in typical community activities and settings. Representative topics included learning characteristics of students with severe disabilities, program planning and IEP development, assessment and instructional planning in functional skills for typical routines, communication, assistive technology, supporting participation and progress in the general education curriculum, social skills and facilitating peer relationships. Prerequisite: Admission to MSSED Special Education program.

EDU 516 Continuing Professional Development through Research (3 sh)

This course is designed to introduce pre-service and practicing teachers to research and the ways in which it can be used for professional development. It will help candidates compare alternative philosophies of research, ways of formulating questions/hypotheses, research plans, and analysis procedures as they relate to improving teaching skills. Candidates evaluate existing studies and investigate a range of research approaches. This course uses a seminar format in which candidates investigate educational issues to formulate research questions, select methods of data collection, analyze ethical issues, and reflect on ways this research will improve their practice. Prerequisite: Graduate standing

EDU 583 Teaching English Language Learners Across the Curriculum (3 sh)

This course develops essential understandings of the backgrounds and the linguistic, educational, emotional, social and cultural needs of English language learners (ELLs). Teacher candidates learn methods and techniques proven effective for the instruction and assessment of ELLs. The course is designed for those in the Childhood or Adolescence Education program. Prerequisite: Graduate standing.

SPE 596 Internship Adolescent Special Education Teacher (9 sh)

This course provides an extended supervised, field-based experience in the special educator role (minimum 250 hours in school-based service). Graduate candidates integrate knowledge of development, pedagogy, assessment, and research to provide appropriate special education services to students with disabilities (grades 7-12). Each candidate will develop and demonstrate key competencies for beginning special educators. Prerequisites: Degree candidacy and successful completion of 24 sh of coursework in the MSED Special Education 7-12 program. Prerequisite/ Corequisite: SPE 530

SPE 530 Assistive Technology for Special Educators (3 sh)

This course is designed to develop candidates' ability to assess individual learning and curricular barriers and identify and integrate technology tools flexibly to ensure that students with disabilities have equitable access to high quality literacy instruction and the general education curriculum. Collaboration with general education and other partners will be emphasized with focus on technology applications to support meaningful literacy learning and curricular access in inclusive classes. Prerequisite: Admission to MSED Special Education 7-12 program.