

Practicum Application Materials

Application and Syllabus

SPECIFIC LEARNING DISABILITY Fall 2018

**PLEASE REVIEW ALL MATERIAL
CAREFULLY!**

INFORMATION IS INCLUDED REGARDING:

- **RESPONSIBILITIES**
- **GRADUATION**
- **APPLICATION FOR ENDORSEMENT**

INSURANCE:

Neither the University nor your placement site provides health insurance of any kind to students. You should have or obtain health insurance covering any illness or injury that you may sustain while participating in the practicum. You are solely responsible for your own medical expenses regardless of whether you have or obtain health insurance coverage.

SPECIFIC SITE REQUIREMENTS FOR OUTSIDE PLACEMENTS:

Some placements will require you to receive training regarding the risk of, and universal precautions to prevent, transmission of blood borne pathogens. Finger printing, background checks and/or interviews may also be required. At the time of the placement, you will be notified of any requirements.

Return the following completed forms and information by:

July 15, 2018

If requesting to complete in your own classroom:

Application (Complete **Part A**)

Resume

Description of Professional Setting (Guidelines provided)

Practicum Contract - Complete **ONLY** if the practicum is intended for your own classroom

School Calendar and daily schedule

Students requesting a placement:

Application (Complete **Part B**)

Resume

Additional Enclosures:

Syllabus

State Reading Requirements

Qualifications and Responsibilities of Student and Supervisors

Outside Observations Verification form (for outside hours of observation only)

Guidelines for Reflections (following outside observations)

Final Evaluation Form

Submit Documents to Donna Simons by fax or email:

Oakland University

Human Development and Child Studies

430H Pawley Hall

Rochester, MI 48309

Ph: 248-370-2623 FAX: 248-370-4242

dksearig@oakland.edu

REGISTRATION is through the regular university SAIL system:

SLD - SE 6961 (4 credits) CRN# (CRN unavailable at this time)

Please do not register if you do not meet all the eligibility criteria. You are advised to first receive approval to avoid potential loss of tuition in case of ineligibility, unless advised otherwise by the department. Registration in the course does not guarantee approval.

You will be notified via **OU email** when:

- Materials are received
- Eligibility has been confirmed
- Placement is approved and/or secured
University supervisor is assigned (not finalized until all placements have been approved and finalized)

IF YOU ARE NOT CURRENTLY USING OU EMAIL PLEASE MAKE SURE THIS ACCOUNT IS ACTIVATED AND UTILIZED. ALL CORRESPONDENCE FROM THE UNIVERSITY WILL BE DIRECTED TO THIS ACCOUNT.

Supervision will generally fall within Oakland University's semester dates unless otherwise arranged. However, as school dates do not always correspond with university semesters, we will accommodate your schedule to the extent possible. Late starts may mean extension into another semester. In such cases, students may be assigned an "In Progress (P)" for the transcript until remaining hours/assignments are completed.

Requirements may vary slightly among supervisors. **If you have not heard from a university supervisor within 48 hours after you receive notification of the university supervisor assignment, please contact the HDCS department office at 248-370-3077.**

If you apply now, but must delay to another semester, a new application will be required. **Use only the application packet for the semester actually completing the practicum.** Information is updated each semester. If at any time you have any questions please feel free to contact the Human Development and Child Studies office.

COMPLETING THE PRACTICUM IN YOUR OWN CLASSROOM:

The minimum length of the placement is the full semester.

Eligible students who intend to complete the experience in their own professional setting should follow the instructions outlined below to apply. You must be the special education teacher of record even under temporary approval, with 50% or more of your case load in the disability area of the endorsement sought.

It is your responsibility to route the contract and obtain **appropriate district personnel signatures**. NOTE: In order to complete this experience in your own setting, you must have the support of your district. Please indicate who will actually be responsible for supervision from the district (See Qualifications of Supervisors section in the Student Information and Responsibilities document).

COMPLETING THE PRACTICUM WITH AN OUTSIDE PLACEMENT:

The university will make the placement for you, although we are open to suggestions. If you are requesting a specific location or program, please provide the information requested about the program, as this will facilitate approval decisions. **Requests will be considered but are not guaranteed.**

The **minimum** length of the practicum is 8 weeks (approximately 240 hrs) if a first SE endorsement and 6 weeks (approximately 180 hrs) for each subsequent endorsement. Time frames are based on the minimum required by the Michigan Department of Education and assume that the student is performing at a satisfactory level in all competencies at the designated end of the placement. **Hours and times will vary with the actual placement** (See Student information and Responsibilities document).

Application for Practicum Fall 2018

Name _____ ID# _____

Address _____
Street City State/Zip

Phone _____
Home Work Cell

Email _____

Semester: ☐ Fall ☐ Winter ☐ S01 (May- June) ☐ S02 (July- August)

☐ Autism Spectrum Disorder ☐ Emotional Impairment ☐ Specific Learning Disabilities

Complete either A or B

A. ☐ I am requesting that my own professional setting serve as the site (*Must route the contract through the appropriate administrator for your place of employment AND include description of setting and responsibilities- see guidelines*)

District _____ Phone _____

Building _____

Address _____
Street City Zip Code

District Supervisor _____ Phone _____

Email _____

B. ☐ I am requesting that O.U. find a placement for me (*OU will handle the contract*)

I prefer: ☐ Elementary ☐ Middle School ☐ High School

I would like to request a geographic location or specific site (Please include information: name of site, address, phone number, contact) below, as well as a description of the program if known (see guidelines).

General Geographic Location _____

Specific Site Name (if requesting one) _____

Address _____ City _____ State/Zip _____

Contact Name _____ Position _____ Phone # & Email _____

PRACTICUM CONTRACT
Oakland University
Special Education Programs
Department of Human Development and Child Studies

Student's Name _____

Home Address _____
Address City Zip

E-mail _____

Phone (H) _____ (W) _____ (C) _____

We agree to serve as a placement for the above named graduate student in the site described below for the completion of the student teaching/practicum requirement in:

☐ Autism Spectrum Disorders ☐ Emotional Impairment ☐ Specific Learning Disabilities

☐ Elementary ☐ Middle School ☐ Secondary ☐ Self-contained ☐ Resource

☐ Other _____
Describe

Building _____ Phone _____

Address _____

City & Zip Code _____

Building Principal _____ Phone _____ E-Mail _____

Complete Either A or B

A. For students completing the experience in their **own classrooms** (District person who will supervise during the practicum experience; must currently be in an administrative or supervisory position and have a background in special education).

District Supervisor:

Position:

Phone:

E-mail:

B. For students who do not have their own classroom and are **assigned a placement by the University** (This cooperating teacher will be the district supervisor during practicum experience and be responsible for evaluating performance unless the district has a policy that states otherwise).

Cooperating Teacher:

Phone:

E-mail:

Dates _____ School Hours _____

DISTRICT APPROVAL

NAME:

(print)

POSITION:

PHONE:

E-MAIL

SIGNATURE:

University Supervisor _____

CRIMINAL RECORDS FORM

As a person who may be providing services to Oakland University, I understand it is this institution's policy to secure conviction criminal history information as part of its employment/volunteer screening process using the information provided below.

NAME: _____
Last First Middle

NAMES PREVIOUSLY USED: _____

BIRTH DATE: _____ *RACE: _____ SEX: _____

I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan. I authorize Oakland University to utilize the above information for the purpose of obtaining a "conviction only" criminal history file search.

Signature of Employee/Volunteer

Date

***RACE – Hispanic/Latino:** A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish cultures or origin, regardless of race; **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment; **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam; **Black or African American:** A person having origins in any of the Black racial groups of Africa; **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original persons of Hawaii, Guam, Samoa or other Pacific Islands; **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East



Department of Human Development
and Child Studies

School of Education and Human Services
405B Pawley Hall
Rochester, MI 48309-4494
(248) 370-3077 Fax: (248) 370-4242

STUDENT INFORMATION: OVERVIEW

This document contains important information concerning the qualifications and responsibilities of the supervisors and students during the practicum experience. Please review it carefully.

District Administrator Serving as Supervisor Qualifications and Responsibilities

(When the student's own professional setting serves as a practicum site)

- ***District Supervisors must currently be in an administrative or supervisory position and have a background in special education. They do not need to have certification in your endorsement category, but it is preferred.*** Usually special education directors or program supervisors serve this role. Principals are considered qualified for this purpose only if they have special education background. Fellow teachers, Teacher Consultants, and ancillary personnel such as Speech and Language Pathologists, Psychologists, and Social Workers are not considered appropriate for this particular assignment.
- District personnel will be required to observe you in your room a minimum of two times, (may be cumulative if prior evaluations have been completed recently), complete an evaluation (form provided), and write a final letter of recommendation for you at the end of the experience.
- If the district is unable or unwilling to meet these requirements, the placement will not be approved. If district personnel do not follow through with the obligations described, this may delay or even prevent subsequent recommendation for the endorsement, potentially requiring another placement.

Cooperating Teacher

Qualifications and Responsibilities

(When student is placed by Oakland University in a setting other than the student's own place of employment)

- The cooperating teacher will be the direct supervisor for the district/site during the practicum experience. The person must be 1) certified in the disability area of the endorsement sought; 2) have held the required endorsement for a minimum of two years; 3) have a minimum of two years' experience with individuals with the particular disability.
- The cooperating teacher will be required to:
 - Supervise the practicum student continuously throughout the placement. Typically, the process has three phases: **1)** Practicum student observes teacher in action; **2)** Practicum student implements teacher's plans; **3)** Practicum student designs and implements own instruction. Movement through these steps is planned at a rate and depth suitable to both cooperating teacher and practicum student, keeping in mind the time frame of the practicum. By the end of the experience, it is expected that the practicum student has had the opportunity to be in charge of the classroom.
 - Provide ongoing feedback, with key points provided weekly in writing (form provided).
 - Maintain continual presence in the setting with the practicum student. It is not acceptable for the cooperating teacher to be frequently absent from the room for long periods of time.
 - Address any concerns as follows:
 - 1)** Follow district/site procedures
 - 2)** Notify Oakland University Supervisor and put any concerns in writing
 - 3)** If unable to resolve the issue with the Oakland University Supervisor, contact:

Dr. Darlene Groomes
Special Education Coordinator
Department of Human Development and Child Studies
248-370-4237 or groomes@oakland.edu
 - Complete weekly observation notes, go over with the student, obtain signatures and share with the University Supervisor.
 - Complete a final evaluation (form provided) at the end of the placement
 - Submit a letter that includes the recommendation for the endorsement (or not, should this be the case) upon completion of the experience. The letter should be addressed to Dr. Darlene Groomes and written on district letterhead.

Typically, materials from either the district supervisor or the cooperating teacher are collected by the university supervisor and delivered to the university with their own.

University Supervisor

Qualifications and Responsibilities

(All students will also be assigned a supervisor representing the university, regardless of the type of placement)

University supervisors are chosen for their expertise in the area of disability addressed in the practicum experience. Both full time faculty and contracted supervisors serve in this role.

University supervisors are often finalized quite late in the process, as all placements have to be approved prior to the final assignments. However, once assigned, our office will contact you with the supervisor's name and contact information.

- Supervisors are expected to contact you as quickly as possible after receiving your information. Although the contact should be made within 48 hours, the timing of the first visit may vary, depending on the term and whether this is your own professional setting or an outside placement. If the latter, a visit should be made during the first week. If for some reason this is not possible, the supervisor will contact both you and the cooperating teacher to make sure the responsibilities are clear.
- Supervisors are expected to make approximately four to five visits, more if necessary.
- The purpose of the first visit may vary with the supervisor, but generally it is to meet with you and either the cooperating teacher or the district supervisor as well as touch base with the principal or program administrator (if different from the supervisor). Actual supervision of instruction may or may not happen on the first visit, but is generally expected during subsequent visits.
- The supervisor is expected to give you feedback from each observation in a timely fashion; typically, this is done verbally at the time of the observation and should be followed up in writing before the next visit.
- The supervisor will work with you to determine the sites (or type of sites) for your outside observations. If the observations, in whole or part, have been completed prior to the practicum, this information should be provided to your supervisor ahead of time. However, additional outside observations may be assigned if the supervisor believes these will assist in successful completion of the practicum.
- The supervisor will complete observation notes following each visit, a final evaluation and write a letter of recommendation specific to endorsement in the disability area. All documents will be submitted to the university, along with any other materials you have submitted to fulfill a requirement.
- The supervisor will also typically collect the evaluation form and recommendation letter directly from your district supervisor/cooperating teacher.
- The supervisor will collect materials from you including:
 - √ Reflections from outside observations
 - √ Signed verification forms from outside observations
 - √ Other assignments as deemed necessary. When a competency cannot be observed in a given setting, the supervisor may request that you complete additional

assignments to this end. However, if the nature of the placement does not allow the practicum student the opportunity to demonstrate the competencies overall, the site is deemed inappropriate and alternative arrangements will be made.

- Full time faculty will assign grades if noted as the instructor of record; contracted supervisors ***recommend*** the final grade to the SE Practicum Coordinator at the university. If there is alignment of the recommendations from both the district and the contracted university supervisor, the Practicum Coordinator will typically submit the recommended grade. If there is non-agreement or there are extenuating circumstances, a “P” is likely to be assigned until there is resolution of the decision.

Student Responsibilities

The practicum assignment allows you the opportunity to demonstrate the competencies required for the endorsement (See syllabus). It is expected that you will remain professional at all times, and if not in your own setting, follow the cooperating teacher’s schedule and required hours on site (including times not with the students) unless special permission is given by both university and district to do otherwise.

The details within each of these categories may vary slightly from one disability area to another, but the expectations are generally the same across the endorsement areas and are included in the Final Evaluation Form to be completed by both supervisors.

Students completing the practicum in their own setting have been approved to do so based on the description provided, and the reasonable expectation that the setting will allow demonstration of the competencies. Should the setting not be as expected, and is subsequently deemed inappropriate for the experience, partial or full, approval may be rescinded.

- The time frame is the semester of registration (unless this involves resolution of a “P”). Grades are not assigned until the end of the semester, thus allowing more flexibility for the timing of the visits.
- Students are generally expected to carry on business as usual unless specific arrangements need to be made to have the opportunity to demonstrate one or more competencies.
- Complete a minimum of 10 hours of outside observations, to be arranged with your university supervisor, and submit the accompanying verification forms and reflections by the deadlines assigned by the supervisor.
- Provide supervisor access to the goals and objectives for the children on your caseload to review on site. Supervisors are well aware of confidentiality issues and information provided to them that is to be used away from the site must not include any identifying information.

- Complete any additional assignments deemed necessary by the supervisor to fulfill the competency requirements. Although these are intended to be practical in nature, selected readings may be assigned to assist in meeting competencies.

Students completing the practicum in a setting arranged by the university:

- Will complete either a six week (approximately 180 hours) or eight week placement (approximately 240 hours), depending on prior endorsements in special education.
- Are expected to be on site the hours required by the site, typically the same hours required by the teachers.
- Be professional at all times and communicate effectively with supervisors.
- Are expected to:
 - Dress professionally
 - Be respectful
 - Use professional language
 - Be prepared with assignments
 - Arrive and depart at agreed upon hours
 - Inform your Cooperating Teacher and University Supervisor of any anticipated absences
 - Make up absences if required
 - Maintain confidentiality
- Report any concerns about the placement to the university supervisor, and if not resolved quickly, contact the Practicum Coordinator at the university.
- Report any concerns regarding the university supervisor directly to Dr. Groomes.
- Complete a minimum of 10 hours of outside observations, to be arranged with your university supervisor, and submit the accompanying verification forms and reflections by the deadlines assigned. These observations are not to be used toward the regular practicum hours, nor should they be completed during the practicum assignment unless special opportunities justify an exception.
- Complete any additional assignments deemed necessary by the supervisor to fulfill the competency requirements.

Students will also complete additional forms:

- An evaluation of the site, including the cooperating teacher
- An evaluation of the university supervisor when a contracted employee; full-time faculty are evaluated through the regular OU course evaluation system.

A link to the surveys will be emailed to you to be completed online.

BE AWARE THAT PRACTICUM LENGTH REQUIREMENTS ARE ALWAYS CONSIDERED MINIMAL AND ASSUME THAT MOST STUDENTS WILL DEMONSTRATE THE COMPETENCIES IN THE APPROVED SETTING IN THE STANDARD TIME FRAME. STUDENTS WHO DO NOT WILL GENERALLY HAVE AN OPPORTUNITY TO EXTEND THE TIME FRAME IN ORDER TO BE SUCCESSFUL.

If at the end of the practicum assignment, one or both supervisors are not willing to recommend a “Satisfactory” grade and state that you are qualified for the endorsement, the choices are an “Unsatisfactory” grade or an “In Progress” (P) designation on your transcript. Unless circumstances dictate otherwise, we believe in giving students more time to accomplish the competencies when needed and understand that sometimes a particular setting may not be a good fit. This means assigning a “P” in lieu of the grade, arranging subsequent experiences based on individually determined needs, and the university supervisor following up beyond the semester of registration when necessary.

The major reasons for an extension of the time frame include, but are not limited to, the following:

1. Student has multiple or extended legitimate absences (e.g., illness).
2. The setting does not allow the opportunity to demonstrate one or more of the competencies; in this case, a different setting may be arranged for the extended experience.
3. One or both of the supervisors believe that although the student has made progress, he/she is not at the level expected for the endorsement.

Students will have an opportunity to provide input prior to the assignment of an “Unsatisfactory” grade and/or extensions. However, given time constraints in the grading process, an “In Progress” may have to be assigned. This is temporary until the appropriateness of either “Satisfactory” or “Unsatisfactory” performance can be determined.

The extension may be continued at the same site or a different one. The site and the time frame for the extension will depend on the circumstances. An extension does not guarantee recommendation for a “Satisfactory” grade or recommendation for endorsement, but does allow the student additional opportunities to demonstrate the competencies.

If there is disagreement between the university supervisor and the site supervisor regarding performance (satisfactory or unsatisfactory), the practicum coordinator at the university will serve as mediator to help resolve the situation. In such cases, however, it is likely that an additional placement in another setting with a different supervisor may be required.

SYLLABUS

SE 6961: PRACTICUM: SPECIFIC LEARNING DISABILITY (K-12)

4 credit hours, SLD endorsement

CATALOG DESCRIPTION: Final experience required for K-12 endorsement in the area of Specific Learning Disability. Instruction and assessment experiences with students with Specific Learning Disability required. Application must be made by the deadlines established by the department.

PREREQUISITES: Completion of all course work with the exception of electives.

READINGS: Vary with supervisors and needs of student

COMPETENCIES:

Note: The competencies are written in general terms and the specific components of each may vary with the setting.

1. Effective instructional planning for students for students with Specific Learning Disability, including those from diverse populations
2. Implementation of appropriate, effective instruction for students with Specific Learning Disability (one-to-one & group)
3. Appropriate modifications and adaptations of curriculum and assignments for students with Specific Learning Disabilities.
4. Knowledge of the Michigan Curriculum Framework, Grade Level Content Expectations, and Extended Grade Level Content Expectations
5. Effective classroom organization and management
6. Effective behavior management
7. Effective communication skills (including writing)
8. Skill in assessment and evaluation
9. Skill in collaboration and consultation with professional colleagues and families
10. Effective use of technology
11. Knowledge in legal processes and procedures, including the teacher's role in the preparation for, and participation in, IEPTs and METs
12. Professional behavior at all times with students, families, colleagues, administrators and supervisors

STUDENT RESPONSIBILITIES:

Refer to the additional information provided.

COURSE REQUIREMENTS

1. Practicum Placement, as defined and approved by the Special Education area.

Minimum duration: 8 weeks (approximately 240 contact hours) for a first special education endorsement and 6 weeks (approximately 180 contact hours) for those who hold one or more special education endorsements. Although the majority of the experience or the primary placement will be at a specified level on the K-12 continuum, students must document student contact hours at both levels, either through prior experience or observations (See Assignments).

2. Observations outside the Practicum Setting (ten hours, minimum)

In addition to demonstrating competency in each of the areas above, Practicum Students will complete observations in the field. The number, duration, and location will vary with background and experience, but a minimum total of ten hours is expected, and more may be required in some circumstances. Students may request to complete the observations in advance of, concurrent with, or subsequent to the actual placement. If completed during an outside practicum placement, the ten hours must not take away time from the regular placement unless approval is obtained from both the cooperating teacher and the university supervisor.

3. Additional Assignments

For competencies not easily met in a particular setting, the university supervisor (or coordinator) will work with the student to either arrange an opportunity in another setting or agree to an alternative experience in this same category. Students who are exhibiting less than satisfactory performance in one or more of the competencies may be asked to complete additional assignments that apply directly to the practicum situation or complete additional hours in the same or another setting.

GRADING: The practicum experience is competency-based; in order to pass, students must perform satisfactorily (*Basic* level or above) in all competencies. Grading is either *Satisfactory* (S) or *Unsatisfactory* (U). An *In Progress* (P) designation may also be assigned to individuals who have met most competencies and the supervisor believes there is a high likelihood that given additional time, a different setting, and/or additional coursework, the student will meet the competencies in question. It is assumed that requirements will be fulfilled in the semester immediately following the assignment of the “P”; if not, the student must demonstrate progress toward the resolution of the “P” that is acceptable to the university supervisor. If not, the student may be assigned a grade of “U”. In such cases, students may or may not be allowed to retake SE 6961 for credit.

The district supervisor and the university supervisor must agree on the final recommendation for the endorsement. Should there be disagreement, the student will typically receive a “P” and be required to complete another placement with a different supervisor. The hours for the second placement may or may not be reduced, based on individual circumstances.

Description of Professional Setting

Complete if: requesting practicum completion in your own classroom

Please describe your setting and responsibilities in detail, including the following information:

1. Service delivery model(s)

2. Student population served

- Type(s) of disability
- Number on caseload (total and in the disability area of the endorsement sought)
- Age/grade levels
- Range of severity of disabilities

3. Daily schedule (include number of students with target disability and content/skill areas taught)

4. Role in inclusion

Employment sites must meet the following general criteria:

1. The employer must agree to share in the supervision according to Oakland's policies and procedures.
2. You must be employed as the teacher of record (permanent sub position may be considered, depending on the circumstances, if all other criteria are met.
3. At least 50% of your caseload must be identified with the targeted disability.
4. You must have the opportunity to work with students individually and in a group setting.
5. The setting must allow the demonstration of the competencies required to receive a *Satisfactory (S)* grade. If not, additional experiences or alternative assignments will be required. There may be more unique components within the general competencies for each of the disability areas.

Supervisor Feedback to Student

A copy of the completed form is to be shared with the practicum student and the other Supervisor when appropriate.

☐ Cooperating Teacher ☐ District Supervisor ☐ OU Supervisor
(weekly) (as deemed appropriate) (following each visit)

Student _____ Supervisor _____ Date _____

Use these major categories from the Final Evaluation form for structuring the observation:

Please check all that apply:

- ☐ Instructional Planning ☐ Implementation of Instruction ☐ Classroom Organization ☐ Behavior Management
- ☐ Assessment & Evaluation ☐ Communication Skills ☐ Collaboration/Consultation ☐ Use of Technology
- ☐ Use of Technology ☐ Legal Processes ☐ Professionalism
- ☐ Other [See syllabus for additional detail]

Observation Notes Summary

Include description of physical setting, activities, students, staff present

Address more specifically:

Strengths

Areas in Need of Improvement

(Include Action Plan for Improvement)

Serious Concerns

(inappropriate, unprofessional or very low quality performance)

(Include steps that need to be taken in order to move forward)

Next steps/new assignments

These completed forms are to be shared with all parties involved in the process. If the student disagrees with the evaluation, he/she is encouraged to first discuss this with the evaluator followed by the submission of a written response. If serious concerns are expressed, a copy is to be sent to:

Dr. Darlene Groomes
Special Education Coordinator
Department of Human Development and Child Studies
Oakland University
248-370-4237 or groomes@oakland.edu

Required Signatures:

Practicum Student: _____ Date: _____

Supervisor: _____ Date: _____

Other: _____ Date: _____

Guidelines for Outside Observations and Reflections

Observations outside the Practicum Setting (ten hours, minimum)

Practicum Students will complete observations in the field. The number, duration, and location will vary with background and experience, but a minimum total of **ten hours** is expected, and more may be required in some circumstances. Students may request to complete the observations in **advance of, concurrent with, or subsequent to the actual placement**. If completed during an outside practicum placement, the ten hours must not take away time from the regular placement unless approval is obtained from both the cooperating teacher and the university supervisor.

Reflections

These guidelines are designed to be used following observations. A Permission /Verification form (see below) should be completed for each visit. The written reflection will contain the following information:

Date:

Arrival and Departure Time (along with total clock hours)

Location

Type of setting

Demographic data with regard to the students (age/grade range/ type of disability/functioning level/diversity)

Brief description of activity or activities observed

Purpose of the activities

Personnel involved

Anecdotal recordings

Which of the practicum competencies can observation be related to? (Refer to the syllabus and Final Evaluation for the specific competencies) Include all that are relevant.

Reflections: Be sure to include connections to your own practice/practicum setting, particularly with regard to changes which might be made or insights gained even if it's what not to do. If you are not currently employed in the area of disability, how might this experience help guide future professional endeavors? For example, you may observe a classroom organized very differently than yours, a different type of service delivery, a different age or functioning level, etc. State how you might make adjustments in your current setting based on this observation or why this arrangement is inappropriate for your population or even in the room you are observing.

Reflections are submitted to the University Supervisor. If possible, submit your first reflection/log for review by the university supervisor prior to subsequent observations in case any changes need to be made with regard to your procedure. This will assist in subsequent observations and prevent the addition of more hours.

NOTE: Verification forms are to be signed by the district representative who verifies you have permission to be on site (typically the principal of the building). The second signature verifies that you were on site for the hours stated (the teacher or other personnel observed).

Outside Observations (Log of each visit)

(1 per visit/setting)

Student: _____

Site/Program (District/Center/Building): _____

Date/Time: _____

Setting: _____

Permission to Observe

The above individual has permission to observe in the above setting.

_____	_____	_____
Administrator (please print)	Signature	Date

Contact information _____
Phone _____ Email _____

Verification of Visit

Dates: _____

Hours: _____

_____	_____	_____
Site contact (please print)	Signature	Date

Oakland University
Department of Human Development and Child Studies
Final Evaluation / Special Education Practicum

☐ ASD

☐ EI

☐ SLD

Student: _____ Date: _____

Evaluator: _____ ☐ OU Supervisor ☐ Cooperating Teacher ☐ District Administrator

School: _____ District: _____

Use the following categories to rate the performance of the practicum student:

Distinguished: Represents performance equivalent to the top 15% of special education teachers.

Proficient: Represents performance equivalent to a master's level special education teacher.

Basic: Represents performance of an entry-level special education teacher.

Prior Demonstration: The teacher has displayed mastery or proficiency in prior evaluations.

Alternative Arrangement: The teacher has been allowed to substitute an alternative experience due to a lack of opportunity to demonstrate the actual competency in the particular setting

Not Met: Represents performance below minimal expectations of a basic level SE teacher.

Competency	Distinguished	Proficient	Basic	Prior Demonstration*	Alternative Arrangement*	NOT MET
Instructional Planning						
Instruction						
Michigan Core Curriculum, GLCEs, and EGLCEs						
Modifications & Adaptations						
Classroom Organization						
Behavior Management						
Communication Skills						
Assessment & Evaluation						
Collaboration & Consultation						
Use of Technology						
Legal Process						
Professional Behavior						

* Describe when applicable

FINAL STEPS FOR ENDORSEMENT

Please complete the following:

1. Students must take and pass the **state competency exam** in the specific area of your program (ASD, EI, SLD). This may be taken before, during or after the practicum. When you register for the Michigan Test for Teacher Certification (MTTC) exam (www.mttc.nesinc.com), you must have your official score sent to OU.
2. If you should also be applying for your professional certificate, this may be done concurrently assuming you meet the qualifications, but requires a separate form available at <http://www.oakland.edu/sehs/professionalcertapp>.
3. Once you have met these requirements,
 - a. go to www.michigan.gov/moecs to apply to for your new certificate and,
 - b. send in a photocopy of your completed program plan via fax (248-370-4245), email PDF attachment to Roberta Rea (rlpayne@oakland.edu), or mail (address listed below). If you completed an endorsement in Autism Spectrum Disorder, Specific Learning Disabilities or Emotional Impairment, a program plan is not required but submitting one will speed up processing time. Your application will be processed within 8 weeks from the date you submitted it on MOECS.

Continuing Certification
363 Pawley Hall, Oakland University
2200 N. Squirrel Road
Rochester, MI 48309

APPLICATION FOR GRADUATION

(when in a degree program)

Not all students are ready to graduate upon completion of the practicum, but these are the steps to follow when you have completed all requirements:

1. Students are responsible for applying for graduation by the deadlines set by Graduate Studies. Deadline dates are posted on the Graduate Studies section on the OU website.
2. The application asks for both your semester of actual completion and the semester you intend to “walk,” either May or December. If you are finishing in the summer with the practicum experience, summer would be the semester of completion, but December the commencement date. Please access Oakland University’s Graduate Studies Web Page for more complete directions at:
<https://www.oakland.edu/graduate> Click on “Graduate Students Click Here”.

Applying for a New Certificate Using MOECS

Step 1: Create a Michigan Education Information System (MEIS) account

Visit <https://cepi.state.mi.us/MEISPublic/> and follow the links on the screen to create a MEIS account. MEIS will send a user ID, password, and account number to the e-mail address you provided when you followed the links to create an account.

Step 2: Register with MOECS

Once you have established a MEIS ID, please visit <http://www.michigan.gov/moeecs> , and on the login screen, sign in with your MEIS user ID and password and follow the steps to self-register with MOECS. On the registration page, you will be asked to provide the MEIS account number that was sent to you via e-mail in Step 1.

Step 3: Apply for your new certificate in MOECS

Once you have signed in with MOECS successfully, you will first be asked to complete demographic information. Once you save it, you will see links on the left navigation panel. Choose the link that pertains to your new certificate and follow the steps to apply for your new certificate. In this application process, be sure to identify Oakland University as your institution.

Step 4: Await review and approval

After you have applied for your new certificate, your application will be submitted to OU. Applications will be reviewed and processed within 8 weeks from the date they are submitted to MOECS.

Step 5: Pay MDE's fee online

Once your application in MOECS has been approved, you will receive an e-mail with a link for you to pay MDE's fee online using a credit/debit card. If you do not receive the e-mail, you can still pay the fee by logging into MOECS using your user ID and password.

Step 6: Await your new certificate

Once you pay the fee, the Office of Professional Preparation Services (OPPS) at MDE will approve your new certificate.

If you have trouble with the registration process, please contact the OPPS at (517)-373-3310 or read the "Frequently Asked Questions" section of <http://www.michigan.gov/moeecs> for assistance.



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December 2017

TO: Special Education Students

FROM: Darlene Groomes, Special Education Coordinator
Human Development and Child Studies

RE: PA45: State Reading Requirement

Many of you may have already heard about this state requirement for teachers. However, if you have not, the key points are as follows:

- If you do not hold or will not be applying for the professional certificate prior to July 1, 2009, you will have to take an additional reading course that has been approved by the state with the necessary content specified in the legislation.
- The state is considering only those courses that have met with approval following this legislation.
- OU's Reading and Language Arts Department has developed a course, offered under *RDG 5210: Inquiry-based Reading Instruction K-12*.
- RDG 5210 will be offered for 3 or 4 credits. Unless students are taking the course as an add-on to their program, they should **take the 4-credit option**.
- All students may use RDG 5210 for an elective.

It is our understanding that there will be limited spaces this winter; however, there will be at least one section offered in subsequent semesters, presumably with larger enrollments. Keep in mind that you may choose to register by visiting the Office of the Registrar provided through the link [here](https://www.oakland.edu/registrar/important-dates/): <https://www.oakland.edu/registrar/important-dates/>