

**SAN JOSÉ STATE UNIVERSITY**  
**DEPARTMENT OF COMMUNICATIVE DISORDERS & SCIENCES**  
**EDSP 269 - FIELD EXPERIENCE IN THE PUBLIC SCHOOLS**  
**Fall Semester 2016**  
**Sections 1-3**

**I. COURSE INFORMATION**

**Instructors:** Wendy Quach, Ph.D., CCC-SLP Carol Zepecki, Ed.D., CCC-SLP

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Email is the best way to contact us; we will attempt to respond to all emails within *48 business hours*

**Office Hours:** Thurs 3-5PM Tues. 3-4PM  
Wed. 5-7PM

**Class Days/Times** School sites: Mondays through Fridays.  
SJSU Seminars: Please see calendar (p. 5)

**Seminar Location** Please see calendar

The following health and safety items are required for Student Teaching (EDSP 269) and Externship (EDSP 278):

1. TB clearance within the past year (available at Health Services). Some sites require a 2-step test; they will let you know.
2. Hepatitis B vaccine (it's ok if you haven't finished the series by the time you start)
3. CPR certification
4. Basic Physical Exam (available at Health Services).
5. Supervisors expect you to have completed these items prior to starting.

**Please come to the initial seminar with a copy of or access to the Syllabus and Handbook**

**Course Description**

This course is designed to provide the student with the opportunity to experience the delivery of clinical services in a public school setting. The student will be supervised by a licensed, certified speech-language pathologist in an itinerant and/or classroom setting with infants, toddlers, children and/or youth. The student will participate in school related activities, assist a master clinician in the diagnosis and treatment of communication disorders, attend meetings, participate in family and student counseling, complete documentation, assist with planning and experience all activities related to the effective management of a clinical caseload in a public school setting. The duration of the practicum is one semester (8/24/16 to 12/12/16) five days per week to obtain 10 semester units.

## Competencies

Students will demonstrate:

1. Appropriate personal and ethical professional conduct.
2. The ability to plan, conduct, and evaluate diagnostic procedures for speech-language disorders.
3. The ability to plan, conduct, and evaluate individual and group intervention procedures for speech-language disorders.
4. The ability to plan, conduct, and evaluate conferences that may include any of the following individuals: family, teachers, and other professionals who are involved in the student's IFSP/IEP program.
5. The ability to document students' progress.
6. The knowledge and understanding of educational philosophy, structure, regulations, laws and responsibilities.
7. The ability to administer and manage a speech-language program in a public school setting.

## Dispositions for Student Teaching

Graduates from SJSU Communicative Disorders & Sciences Department will evidence a professional and personal commitment to ethical conduct, equity and social justice, reflective practice, and the "unconscious expectation of academic excellence." Professional dispositions are evidenced as follows:

- Commitment to ethical conduct: candidates demonstrate professional presentation of self, honesty, fairness, responsibility, compassion, collaboration, and collegiality.
- Commitment to equity and social justice: candidates recognize and oppose social injustice in themselves, their institutions and professional environment.
- Commitment to reflective practice: candidates systematically and regularly reflect on their practice with an aim to continuous improvement.
- Commitment to the belief that every person can learn to use his/her mind well: candidates value diversity and accept responsibility to facilitate learning for all students.

## Requirements

1. Read the **School Practicum Handbook**.
2. Daily attendance and punctuality at assigned schools. Excessive and/or repeated absences may result in a B- or lower for the practicum.
3. Attendance at and participation in ALL seminars in Sweeney Hall. Please see calendar for dates. Please arrive to begin promptly at the designated times listed below.
4. Weekly reflections.
5. Portfolios. Students are required to produce a portfolio that includes the following:
  - a. Resume/Vita
  - b. Two letters of recommendation. Please include at least one letter of recommendation from a faculty member in CD&S who can speak to your academic skills and one from a clinical supervisor.
  - c. Two sample lesson plan – Please remove names of clients.
  - d. Sample IEP – **Please remove names of clients and all identifying information such as parents' names, addresses, etc.**
  - e. Two sample speech and language reports – **Please remove names of clients and all identifying information such as parents' names, addresses, etc. Reports must have been generated during your student teaching experience.**
  - f. Three sample activities and/or materials. Provide a summary of how the activities were

used and for what purpose(s). When possible, include a rationale with evidence to support your use of the materials/activities.

These indexed binders are **due on the day of the last seminar (Dec 12)**. Material that is not presented in a professional manner will not be accepted and may result in an Incomplete until revised and submitted in a professional format.

Your letter grade is based on the following scale.

A+	100% to 98%	B+	89% to 87%	C+	79% to 77%	D	69% to 60%
A	97% to 94%	B	86% to 84%	C	76% to 74%	F	59% & below
A-	93% to 90%	B-	83% to 80%	C-	73% to 70%		

The evaluation for grading is based on the following:

1. Observations by the site supervisor (75%)
2. Observations by the university supervisor (5%)
3. Reports from other school personnel (principal, teachers, etc.) (5%)
4. Written reports and plans submitted (5%)
5. Participation at monthly seminars.
6. Weekly reflections (5%)
7. Submission of all paperwork in a timely fashion, according to the guidelines of the site and SJSU supervisor (5%)

Absences from your placement and/or seminar are permissible in cases of documented illnesses and/or emergencies. For illnesses, documentation must be in the form of a written note from your personal physician. For personal or family-related emergencies, an appropriate verification of the absence will be required. Documentation must be procured within one week of the missed session/seminar.

SJSU classes are designed such that to be successful, *it is expected that students will spend a minimum of forty-five hours for each unit of credit* (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

**Incomplete Work:** The symbol "I" (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. The student must not re-enroll in the course. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

A notation of "Incomplete" may be given in lieu of a final grade to a student who has carried a passing grade for a significant part of the course but, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or some other *limited* amount of term work. An incomplete is not given unless the student can prove to the instructor that he/she was prevented from completing course requirements for just cause as indicated above, and is **not** assigned on the basis of poor academic performance.

**Remediation:** Please refer to the Handbook for this course regarding remediation procedures.

## **II-UNIVERSITY POLICIES**

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>

## **III. COLLEGE AND DEPARTMENTAL POLICIES**

### **Vision Statement**

The Lurie College of Education is an inclusive, engaged, diverse, intellectual community where teacher-scholars inspire life-long learning and advocacy for excellence and equity in education.

### **Mission Statements**

*Lurie College of Education:* The mission of the Lurie College of Education is to empower graduates with the skills, knowledge and dispositions that ensure access to excellence and equity in education for every student in our diverse, technologically complex, global community. The policies and practices of the Connie L. Lurie College of Education at San José State University are based on the belief that teaching in a democracy requires and must ensure that:

- Students have access to an excellent and equitable education;
- Educators at every level have knowledge of their subject matter and their students, value and engage in ethical practice and excellent pedagogy, and develop dispositions and habits of the mind that ensure that all students have equitable access to an excellent education;
- Stakeholders be involved in the collegial community engaged in the professional conversation and decision making that delineate standards, assign resources, guide program design, and reward accomplishment in the College

*Department:* The Mission of the Department of Communicative Disorders & Sciences is to provide high-quality academic and clinical preparation to students seeking careers working with individuals who have speech, language and hearing disorders, and their families. Guided by principles of evidence-based practice and working in collaboration with other professionals, our graduates will adhere to the highest ethical standard in serving the needs of our diverse community.

### **HIPPA / FERPA Policy**

Students will be considered members of the clinic / school workforce under regulations established by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA). Students will adhere to these policies in all situations.

## Confidentiality

All clients have the right to confidentiality. Students are not to discuss cases outside of the Communicative Disorders & Sciences Clinic or in public access areas within CD&S (e.g., restrooms, hallways, observation booths, elevators, teachers' lounges, etc.). Known violations of confidentiality will result in a stern reprimand. Serious and/or repeated violations will warrant referral to the Chair of the Communicative Disorders & Sciences Department for disciplinary action.

## Grievances

When a dispute arises between a student and faculty member regarding a grade, academic honesty, academic freedom, mistreatment, or another matter, the student's first responsibility is to arrange an appointment with the faculty member to discuss the issue. If mutual satisfaction is not reached in this manner, the next step is to arrange an appointment with the CD&S Department Chair who will work to resolve the dispute. Should the Department Chair be unsuccessful in attempts to mediate, a set of policies and procedures have been implemented by the Lurie College of Education (LCOE) to successfully resolve such issues. These policies are available on the LCOE website: <http://www.sjsu.edu/education/docs/StudentDisputes.pdf>.

The Department of Communicative Disorders and Sciences at SJSU expects students to follow the grievance policies and procedures of the Department, LCOE, and SJSU. If concerns still exist, students may contact the Council on Academic Accreditation at the ASHA Action Center (1-800-498-2071). Further information may be found on the ASHA website ([www.asha.org](http://www.asha.org)) under the ASHA Procedures of Complaints against Graduate Education Programs document. Chapter 4 includes specific information regarding academic grievance.

**FALL 2016 CALENDAR** – subject to change with appropriate notice.

Date	Room	Subject
Tuesday, August 23 3:00-5:00PM	SH 448	Review of Syllabus and Handbook. Please read these documents prior to the seminar and come to seminar with questions.  ASHA Code of Ethics & Position Papers
September 21 4-5PM	SH 448	IEP Process in Public Schools
October 19 4-5PM	SH 448	Managing Difficult Behaviors
November 9 4-5PM	SH 448	Models of Delivery & Therapy Ideas and Modification for Cultural Differences
December 13 3-5PM	SH 448	Paperwork requirements for CA License and ASHA Cs <b>Portfolios Due</b> – please submit your portfolios to your SJSU supervisor
Week of Dec 12		Individual meetings with SJSU supervisor to submit all paperwork for course

## FORMS TO COMPLETE FOR SCHOOL PRACTICUM

All forms are included in the School Practicum Handbook. Electronic versions of forms are also available.

Form	To be completed by	Submit to	Submit on
Initial Meeting Form	Student	Site Supervisor	During initial meeting
Practicum Commitment Form	Student & Site Supervisor	SJSU Supervisor	Two weeks after start date
Work Schedule and Information Form	Student	SJSU Supervisor	Two weeks after start date
Clinical Hours Tracking Form	Student	SJSU Supervisor after Site Supervisor endorsement	Within 1 week of completing practicum
Record of Supervised Clinical Experience	Student	SJSU Supervisor after Site Supervisor endorsement	Within 1 week of completing practicum
Clinician Competencies Form	Site Supervisor	SJSU Supervisor after student endorsement	Within 1 week of completing practicum
Lurie COE Diversity Rubric	Site Supervisor	SJSU Supervisor after student endorsement	Within 1 week of completing practicum
Semester Self-Rating of Practicum Form	Student	Site Supervisor SJSU Supervisor	At final meeting Within 1 week of completing practicum
Student Evaluation of Site/Supervisor Form	Student	SJSU Supervisor	Within 1 week of completing practicum
Site Supervisor/Student Evaluation of SJSU Supervisor Form	Student & Site Supervisor	SJSU Supervisor	Within 1 week of completing practicum
Practicum Remediation Plan	Student, Site Supervisor, SJSU Supervisor	SJSU Supervisor	As agreed upon