

University of North Texas at Dallas
Spring 2016
SYLLABUS

EDAD 5620:	
The Administration and Supervision of Special School Programs in Education (3 hrs)	
Department of Teacher Education and Administration Division of Education and Human Services	
Instructor Name:	Larry C. Bryant, PhD
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Classroom Location:	Building 1 Room 248
Class Meeting Days & Times:	Thursday 5:00 – 7:50
Course Catalog Description:	Schools of today are more sophisticated and offer an increasing array of programs. No one person is likely to possess a complete understanding of every program delivered in the typical public school. Consequently, this course is designed to provide school personnel, particularly school administrators and teacher leaders, with the knowledge needed to successfully manage the various special instructional and support programs in schools.
Prerequisites:	N/A
Required Text:	The Administration and Supervision of Special Programs in Education, Second Edition by Anita Pankake, Mark Littleton, Gwen Schroth Kendall/Hunt Pub Co ISBN 978-0-7575-1841-6
Course Materials:	1, 1 inch 3 ring binders, loose leaf paper, scissors, scotch tape, & discarded print media
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com

The competencies for this course are taken from the Texas Principal Standards, Competencies, and Skills.

Texas Principal Standards, Competencies, and Skills

Domain I: School Community Leadership

Competency 001: The principal knows how to shape campus culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

- Use strategies to ensure the development of collegial relationships and effective collaboration of campus staff
- Respond appropriately to the diverse needs of individuals within the community in shaping the campus culture

Competency 002: The principal knows how to communicate and collaborate with all members of the school community, respond to diverse interests and needs, and mobilize resources to promote student success.

- Demonstrate effective communication through oral, written, auditory, and nonverbal expression
- Provide varied and meaningful opportunities for parents to be engaged in the education of their children

Competency 003: The principal knows how to act with integrity, fairness, and in an ethical and legal manner.

- Model and promote the highest standard of conduct, ethical principles, and integrity in decision making, actions, and behaviors
- Implement policies and procedures that promote professional educator compliance with The Code of Ethics and Standard Practices for Texas Educators
- Apply knowledge of ethical issues affecting education
- Apply legal guidelines to protect the rights of students and staff and to improve learning opportunities
- Apply laws, policies, and procedures in a fair and reasonable manner
- Articulate the importance of education in a free democratic society
- Serve as an advocate for all children

Domain II: Instructional Leadership

Competency 004: The principal knows how to facilitate the design and implementation of curricula and strategic plans that enhance teaching and learning; ensure alignment of curriculum, instruction, resources, and assessment; and promote the use of varied assessments to measure student performance.

- Facilitate the use of sound research-based practice in the development and implementation of campus curricular, co-curricular, and extracurricular programs
- Facilitate the effective coordination of campus curricular, co-curricular, and extracurricular programs in relation to other school district programs

Competency 005: The principal knows how to advocate, nurture, and sustain an instructional program and a campus culture that are conducive to student learning and staff professional growth.

- Implement special campus programs to ensure that all students are provided quality, flexible instructional programs and services to meet individual student needs (i.e., guidance and counseling programs and services)
- Facilitate the development, implementation, evaluation, and refinement of student activity programs to fulfill academic, developmental, social, and cultural needs

Competency 006: The principal knows how to implement a staff evaluation and development system to improve the performance of all staff members, select and implement appropriate models for supervision and staff development, and apply the legal requirements for personnel management.

- Collaboratively develop, implement, and revise a comprehensive and on-going plan for professional development of campus staff that addresses staff needs and aligns professional development with identified goals

Competency 007: The principal knows how to apply organizational, decision-making, and problem-solving skills to ensure an effective learning environment.

- Implement appropriate management techniques and group processes to define roles, assign functions, delegate authority, and determine accountability for campus goal attainment
- Gather and organize information from a variety of sources for use in creative and effective campus decision making
- Frame, analyze, and creatively resolve campus problems using effective problem-solving techniques to make timely, high-quality decisions.
- Develop, implement, and evaluate change processes for organizational effectiveness

Student Success	
All Students	All students will receive rigorous, high quality instruction, activities, assignments, dialogue, discussions, and assessments.
Some Students	Some students will be targeted for minor interventions, as course content may be challenging to them. In this case, students will be asked to schedule an office visit for individualized support.
Few Students	Few students will need additional interventions, as course content may be difficult to them. In this case, students will be mandated to schedule an office visit for intensive individualized support.

Theoretical Framework and Perspective: This course is framed by a Social Justice Stance. The course goals and outcomes are approached through a critical theory lens. This lens is defined as developing consciousness of social justice issues around race, class, gender, ability, religion, economics, and any other aspect of being human within a civil society. Therefore, caring about reducing prejudice, broadening perspectives, learning from mistakes and successes of the past, and becoming aware of world interdependence and multiple causations are essential in this class.

Course Goals or Overview:	
	The goal of this course is designed to provide school personnel, particularly school administrators and teacher leaders, with the knowledge needed to successfully manage the various special instructional and support programs in schools.
Learning Objectives/Outcomes: At the end of this course, the student will	
1	Be able to recognize the various special programs within the school.
2	Demonstrate the ability to supervise and direct these programs
3	Define terms and verbiage used in the different special programs
4	Identify the main goals of each program: implementation and development of these programs

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by to the students by the teacher via the classroom or direct email to the students.

DATES	TOPIC	TIMELINE
JANUARY 17	Intro to course and syllabus review Understanding Whole Brain Notebook, Note - Notebook	Buy textbook Organize your calendar! <i>* Entry Activity</i>
JANUARY 26	Chapter 15 Accessing Central Office Resources Chapter 14 Staff Development for Special Programs	
FEBRUARY 2	Chapter 1 Special Education	Timothy W v. Rochester, New Hampshire, School District, 1989
FEBRUARY 9	Chapter 2 Section 504 of the Rehabilitation Act of 1973	Compare and contrast major elements of Sec 504 and
FEBRUARY 16	Chapter 3 Title 1 and No Child Left Behind Act	EASA Act vs. NCLB. Bring to class the critical components of the NCLB.
FEBRUARY 23	Chapter 4 Ensuring Success for Migrant Students	
MARCH 1	Chapter 5 Academic Enhancement, Intervention, and Preparation Programs	
MARCH 8	Chapter 6 Career and Technology Education	Discuss Class projects and presentations: choose project
MARCH 15	Chapter 7 Achieving Equity through Enrichment Bilingual Education	Lau v. Nichols, 1974; Serna v. Portales Municipal Schools 1974; Rios v. Reed District Court, NY 1978
MARCH 22	Chapter 8 Early Childhood/Early Childhood Special Education	
MARCH 29		
APRIL 5	Chapter 9 Programs for Gifted and Talented Students	Bring to class your district's GT plan
APRIL 12	MID TERM EXAM	

APRIL 19	Chapter 10 Counseling Programs	
APRIL 26	Chapter 11 Alternative Education Programs	Possible Guest Speaker
MAY 3	Chapter 12 Programs for Adjudicated Youth Chapter 13 Teacher Leaders	
MAY 10	Chapter 16 Parental Involvement and Engagement: History and Examples from Two Schools	<i>Exit Activity</i>
MAY 17	FINAL EXAM	

COURSE EVALUATION METHODS

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. Your grade in this course will be determined based on a point system. Each activity, assignment, and exam will be worth a specific number of points. It is advised that you keep track of your points throughout the semester so that you know your grade.

Grading Matrix:

Instrument	Value (points or percentages)	Total
Attendance		20
Class participation		30
Interactive Notebook		30
Class Project and Presentation		30
Mid Term Exam		10
Final Exam		10
TOTAL		100

Grade Determination:

- A = 90 – 100%
- B = 80 – 89 %
- C = 70 – 79 %
- D = 60 – 69 %
- F = 59% or below

Final Grade Computation

Points toward the final grade will be awarded accordingly: This is tentative and may be changed with prior notice.

****An Incomplete Grade is given ONLY under significant extenuating circumstance WITH supporting documentation *and* at the professor's discretion.**

COURSE EVALUATION METHODS

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. Your grade in this course will be determined based on a point system. Each activity, assignment, and exam will be worth a specific number of points. It is advised that you keep track of your points throughout the semester so that you know your grade.

Attendance & Participation (50 Points): You are expected to attend each class and fully participate in all class activities, including lectures and discussions, demonstrations, role plays, presentations and discussions, small-group projects, collaborative learning activities, etc. Generally, it is expected that all students will make at least one contribution to the class discussion every class period (*20 pts – Attendance; 30 pts – Participation*)

Interactive Notebook (30 Points): The Interactive Notebook is based upon the research of hemispheric specialties. It aids the student with literacy, specifically vocabulary. It also allows use of multiple intelligences, as well as allows for the use of multiple learning channels: auditory, visual, and kinesthetic-tactil. In completing the hemispheric connector, please use the formula provided in the example.

Exams (2 exams @ 10 = 20 Points): There will be three (2) exams covering all readings, assignments, lectures, and activities covered prior to each exam. The two exams will be based on the information presented by the instructor, guest speakers, and/or through class readings and discussions during class. Examinations may consist of multiple choice, matching, and/or constructed responses (short answer) questions.

Integrative Project (30): The Integrative Project has both written and presented components. The written portion of the project has three parts, explained below. In addition to the written portion of this project, the student is expected to create a compelling presentation that features the highlights from the written portion of the project. Presentations will be scheduled for 15-minute periods during the last class sessions. Be sure to carefully follow the instructions listed below regarding the Integrative Project.

Written Portion of Integrative Project

-Part A. This written assignment involves assessing the current situation in a specific school. This class assignment includes data gathering and analysis. Part A is due _____ and is worth 30% of your final grade.

-Data Gathering: You will gather data on 5 diversity areas: general & social class, race & ethnicity, (dis)ability, gender, and sexual orientation. These data will be gathered in a table that is designed for you (see Appendix A).

-Data Analysis: You will then analyze each of these sets of data (i.e., you need to write a one page analysis on race, a one page analysis on disability, etc.). The analysis is written on a separate page and limited to one single-spaced page (see Appendix B).

-Shared Experience with an Individual with a Severe (Dis)ability: Oftentimes individuals with severe (dis)abilities are outside of our realm of everyday experience. One reason for this is the reluctance of many schools to include individuals with severe disabilities. In order to facilitate a richer analysis of data, an additional class requirement is that all students arrange to share an experience with an individual with a severe (dis)ability. You will also read a chapter about serving students with severe disabilities. You are to then provide a written reflection of no more than one page on this experience to be shared in class.

For the final component of Part A, you should array your data (for at least 2 of the diversity areas above) in tables/graphs that are easy to read and understand, and that clearly show the strengths and areas of concern.

-Store all of these assignments together once completed. You are expected to complete the data collection and analysis portion of each area of difference by the staggered due dates and bring these data to class for discussion (but not for submission). You will also have the opportunity to ask questions about your work in class. You will submit all your data and analyses together as Part A of the Integrative Project on April 16.

Please submit your projects electronically via e-mail, with Part A all in one file. The data sheet for each area should precede the analysis page. For example, have the race data sheet followed by the race analysis; the race data sheet followed by the race analysis.

Summary of components to Part A of the Integrative Project, due July 26

Data collection on:	1 page analysis of:
<ul style="list-style-type: none"> • Social Class • Gender • Race/Culture/Ethnicity • (Dis)ability • English Language Learners • Sexual Orientation • Severe (Dis)ability (shared experience) 	<ul style="list-style-type: none"> • Social Class • Gender • Race/Culture/Ethnicity • (Dis)ability • English Language Learners • Sexual Orientation • Severe (Dis)ability (reflection)

-Part B. This written assignment involves you envisioning your role as a leader in your setting and setting specific goals based on the data you have gathered. It is informed by the data and analysis of Part A. Based on the current situation as described by the gathered and analyzed data in Part A, identify your vision and goals for meeting the needs of all students in integrated educational environments. The format may be a list of goals with narrative explaining the goals. Envision this as something you would present to your school board or staff. Cite relevant literature from class in Part B.

- **Part C.** This written assignment is your five-year implementation plan. Parts B and C together are worth 25% of your final grade.

To realize your vision and achieve your goals identified in Part B, outline a five-year plan. Who do you involve? When? What structures, cultures, or people in your setting are already in place that can support your work? Who are your likely resisters and how will you work with them? Where do you start? What factors will affect your progress? You should include a time-line.

Length requirements for Parts B & C: Five, double-spaced pages (maximum) for each of Part B and C, or ten, double-spaced pages total. Some students prefer to combine Parts B & C which is fine as long as you adhere to the assignments expectations for both. These are both due August 2.

-Presentation Portion of Integrative Project – 25% of final grade

In addition to being graded on the written portions of your integrative project, you will also be graded on your ability to present the written material in a role-play presentation. Since effective leadership for social justice requires the ability to build a shared vision and plan for social justice,

you need to develop effective, persuasive, and engaging presentation skills. When you make your presentation, you are required to role play the presentation as if you were presenting to your school faculty, your school board, or some other related entity. Presentations of the integrative projects will be scheduled for the final class sessions and will be a maximum of 15 minutes in length.

For your presentation you should select the most compelling aspects of the data and analysis from the written portion of this project. First give us a little context of the setting from Part A of the written portion (in particular some school demographic data, such as percent of students receiving free/reduced lunch, percent of students of color, percent identified with disabilities, a bit about your community context, rural? Suburban?, etc.). Follow this with a couple of the most goals you have identified from Part B of the written portion. Then present your plans for implementation from Part C of the written portion. Your presentation **should produce an "aha" moment** in your audience -- it should NOT just be a summary of data, it should have a clear and compelling point. Many former 735 students have shared their presentations and data with their current principal, or with their grade level team or district level teams to bring about change in their schools and districts. These students have found that their colleagues were amazed by what the data revealed and could not argue with such clear findings. They also found that their presentations made change easier because all of the facts were "on the table."

You have to couch what you do in research. Include citations in your presentation. For example, follow an assertion that "This is an issue because..." with a statement such as "Here is a citation to support it..." You also have to couch what you want to do in the overall plan of ICS -- you may start out by saying, "Now we are going to look at services for all kids, but for this first phase, we are going to work on disability. We will work on other issues of integration later." This is all part of an overall umbrella -- you don't stop with one area. This is part of a bigger change for all students. It is important for you to conceptualize social justice efforts in this wide spectrum manner.

Be sure your presentation does not overwhelm the audience. You should choose only the most important data-based areas and build an action-oriented and shared plan to put into practice after the presentation. In addition to an action plan, you should conclude with some specific and data-based ways to measure progress toward the goals.

FINAL NOTES ON INTEGRATIVE PROJECT:

- - *You may be asked to revise portions of your Integrative Project as you submit them.*
- - *When gathering data, take copious notes and quote whenever possible.*
- - *Relationships with people are key. try to build these early on, assuring them that you are here to learn, not judge, and that this is a class assignment, not a research project.*

Professionalism, Punctuality, and Participation

Professionalism. Enhancing professionalism and ethical behavior is an underlying goal of all courses in UNT Dallas' Programs in Special Education, as well as a foundational topic of this course. Therefore, at all times, students are expected to conduct themselves in a highly responsible and respectful manner. In addition to those guidelines addressing student conduct established by the university and addressed in the undergraduate catalog and student handbook (e.g., cheating, plagiarism), professionalism includes the following:

- establishing and maintaining positive relationships and interactions with peers, colleagues, and instructors;
- attending respectfully to others who are sharing information (or asking questions) with the class;
- being flexible and understanding in response to unforeseen changes in the syllabus;
- maintaining attention and alertness, and refraining from engaging in any activity not directly related to this class during class hours;
- making only positive comments and gestures directed toward others in the class.

Note: please ensure that cell phones are turned off prior to entering the classroom, as phone calls during class time are disruptive to the instructional activities of the course.

The use of personal computers is encouraged for those students who prefer this medium for note taking. However, professionalism dictates that students use their computers for class-related activities only during class time.

All assignments, unless otherwise noted, are expected to be completed individually. In addition, no work completed and turned in for this course should be turned in at a later time (without significant changes or additions) to fulfill requirements for other courses, or shared with other students for the purpose of completing course work in special education courses of this or other instructors.

Student Professional Dispositions: Professional dispositions refer to the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice. For example, they might include a belief that all students can learn, a vision of high and challenging standards, or a commitment to a safe and supportive learning environment. Students will demonstrate professional dispositions by exhibiting the following professional behaviors:

1. Arriving to class at the designated class start time.
2. Preparing for class by reading the assigned materials
3. Participating in class discussions in a variety of ways.
4. Turning in completed assignments on designated due dates.
5. Interacting in a professional manner (verbally and nonverbally) with other students and professor.
6. Taking responsibility for your professional learning
7. Taking responsibility for contacting the professor via email or by phone prior to an absence and taking responsibility for getting class notes/material.

8. This is not an exhaustive list. Other professional behaviors may be taken into account by the professor when grading the student at the end of the semester.

UNIVERSITY POLICIES AND PROCEDURES

STUDENTS WITH DISABILITIES (ADA COMPLIANCE)

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

ASSIGNMENT POLICIES

- All assignments must be completed individually, unless stated otherwise by the instructor. The instructor reserves the right to request that a student redo an assignment that is not satisfactory.
- In such cases a response cost of up to 10 % may be assessed. IF an assignment is accepted late, a 10% late cost will be assessed for submitting assignments late, unless the instructor has given prior approval and waived the 10% late cost.
- **No incompletes** will be given without documentation of extenuating circumstances.

****Use of Person-First Language:** You are expected to use “Person-First” language at all times when referring to individuals with a disability (e.g., “students with autism,” or “a student with behavioral problems”). Please do not use labels like “Mentally Retarded student” or “Autistic kid” or “Emotionally Handicapped class” because of the associated negative connotations. This vocabulary use will result in an automatic deduction on your assignment grade.

Written Assignments:

All written assignments should follow APA format. Work must be typed, double-spaced and have a cover sheet that includes your name, date, and course number. Assignments must be stapled or bound. **ALL assignments must be written in people-first language and have minimum errors in grammar to receive full credit.**

EXAM POLICY

Make-up exams are **NOT allowed** unless prior permission was received. Such permission will be given at the discretion of the instructor. Make-ups are scheduled at the instructor's convenience and may contain different questions than the original exam.

BAD WEATHER POLICY

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

ATTENDANCE AND PARTICIPATION POLICY

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in

all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Punctuality. Attendance and punctuality are salient indicators of one's personal commitment to professional behavior and learning. Despite challenges posed by highway gridlock and juggling personal schedules, all students are expected to attend every class meeting, and to arrive in class on time. In order for an absence or tardy to be considered excused, you must (in most cases) inform the instructor, in advance, of the reason for the expected absence.

Important: The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for you to make-up or to receive credit for missed classes.

For every two (2) class sessions missed, your final grade for the course will be lowered one letter. Arriving late and leaving early is included in this policy so make the necessary adjustments to your schedule before the 2nd class meeting of this course. **Any student arriving 15 minutes late for class will not receive participation points for the day.**

DIVERSITY/TOLERANCE POLICY:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

CHEATING AND PLAGIARISM POLICY

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

COLLECTION OF STUDENT WORK SAMPLES POLICY

In order to monitor students' achievement and improve its instructional programs, the Department of Teacher Education and Administration collects random, anonymous student work samples to be analyzed by internal and external reviewers.

COMPREHENSIVE ARTS PROGRAM POLICY

The Elementary Education program area supports a comprehensive arts program to assist preservice and inservice teachers to design and implement curricular and instructional activities, which infuse all areas of the arts (visual, music, theater, and movement) throughout the elementary and middle school curriculum.

JAGUARCONNECT MAIL

All students should activate and regularly check their JaguarConnect (e-mail) account. JaguarConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via JaguarConnect Mail. For information about JaguarConnect Mail, including how to activate an account and how to have JaguarConnect Mail forwarded to another e-mail address, visit <http://jaguarconnect.unt.edu/>

ETHICAL BEHAVIOR AND CODE OF ETHICS

The Teacher Education & Administration Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators (Chapter 247 of the Texas Administrative Code www.sbec.state.tx.us) and as outlined in Domain IV: Fulfilling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TEXES); and as also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

NATIONAL COUNCIL FOR THE ACCREDITATION OF TEACHER EDUCATION (NCATE)

UNT is an NCATE-accredited institution. The educator as an agent of engaged learning” summarizes the conceptual framework of UNT’s basic and advanced programs. The program of educator preparation at UNT is based on the following key concepts: (1) content and curricular knowledge, (2) knowledge of teaching and assessment, (3) promotion of equity for all learners, (4) encouragement of diversity, (5) professional communication, and (6) engaged professional learning.

TECHNOLOGY INTEGRATION POLICY

The Elementary Education program area supports technology integration to assist pre-service and in-service teachers to design and implement curricular and instruction activities, which infuse technology throughout