

*Western Kentucky University*

**Special Education  
School of Teacher Education**

**SPED 595**  
Advanced Internship

**Instructor**  
**E. Gail Kirby, Ed.D.**  
Assistant Professor, Special Education  
[gail.kirby@wku.edu](mailto:gail.kirby@wku.edu)

**Field-Based Practitioner**  
**Pete Hoechner** [pete.hoechner@wku.edu](mailto:pete.hoechner@wku.edu) GRH 1079

**Office of Dr. Kirby: Gary Ransdell Hall (GRH) 1087**  
*Western Kentucky University*  
*Bowling Green, KY 42101*

**Hours: Monday – Thursday 9:30 – 12:00 CT**  
**Or by Appointment**  
**Phone: 270.745.3746**

*E-mail is the best way to contact me. In order for me to identify that your email is urgent, you **must** put the course number and your name on the subject line. **595\_YourName***

**POLICY FOR SERVICES FOR STUDENTS WITH DISABILITIES:**

Students with disabilities who require accommodations (academic adjustment and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, DUC A-200 of the Student Success Center in Downing University Center. The OFSDS telephone number is: (270) 745-5004 for both voice and TDD users.

Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services. However, if you are having difficulty with the materials or assignments, do not hesitate to contact me. [gail.kirby@wku.edu](mailto:gail.kirby@wku.edu)

**Prerequisites:**

**You must have passing Praxis II Scores prior to admission to class.**  
**Instructor permission.**

**Course Description:**

Capstone course for certified teachers in an appropriate setting for development of advanced instructional skills and experience for teaching LBD or MSD P-12 students. These settings will vary according to student background and are made with advisor approval.

**Course Rationale:**

Candidates are teaching in a supervised clinical/field-based experience in appropriate educational settings for individuals working on an advanced degree in Exceptional Education. Supervised internship experiences at the graduate level are required to meet learned society standards. This course also supports the University's mission of Increasing Student Learning and Improving Institutional Effectiveness. Student learning is increased through the supervision of instruction. The University's effectiveness is improved by producing better-trained teachers in a critical shortage area at the graduate level. Course Objectives are based on Kentucky's Teacher Standards and indicators cited below.

**KENTUCKY TEACHER PREFORMANCE STANDARDS (2018)**

Kentucky Teacher Performance Standards (KTPS)	Course Standard Alignment					
	SPED 517	SPED 518	SPED 630	SPED 532	SPED 535	SPED 595
Standard 1. Learner development		X		X		X
Standard 2. Learning differences	X				X	X
Standard 3. Learning environments	X	X	X			X
Standard 4. Content knowledge					X	X
Standard 5. Application of content		X				X
Standard 6. Assessment	X					X
Standard 7. Planning for instruction			X			X
Standard 8. Instructional strategies		X	X		X	X
Standard 9. Professional learning and ethical practice			X	X		X
Standard 10. Leadership and collaboration				X		X

**COUNCIL FOR EXCEPTIONAL CHILDREN ADVANCED PREPARATION STANDARDS (2015)**

STANDARDS	ALIGNED WITH SPED 595 ASSIGNMENTS
AP STANDARD 1: ASSESSMENT	Inquiry Project / KTIP Teaching Event
AP STANDARD 2: CURRICULAR CONTENT KNOWLEDGE	Inquiry Project / KTIP Teaching Event
AP STANDARD 3: PROGRAMS, SERVICES, AND OUTCOMES	Inquiry Project / KTIP Teaching Event
AP STANDARD 4: RESEARCH & INQUIRY	Inquiry Project

AP STANDARD 5: LEADERSHIP & POLICY	Inquiry Project
AP STANDARD 6: PROFESSIONAL AND ETHICAL PRACTICE	Inquiry Project
AP STANDARD 7: COLLABORATION	Inquiry Project

### **Required Texts:**

Hattie, J. & Zierer, K. (2018). *10 Mindframes for visible learning*. Routledge.

ISBN-13: 978-1138635524/ ISBN-13: 978-1138635524

Council for Exceptional Children & CEEDAR Center (2017). *High-leverage practices in special education: The final report of the HLP writing team*. University of Florida.

ISBN-13: 978-0865865266 /ISBN-10: 9780865865266

### **Class Policy:**

1. Please do not procrastinate on assignments since you have the due dates well in advance.
2. The dates listed in the Assignment Due Dates Calendar are the dates by which the assignment must be uploaded.
3. For those students (without fulltime employment as a lead LBD teacher) you must contact the Mr Hoechner as soon as you register for the course.

**Pete B Hoechner (pete.hoechner@wku.edu)**  
**270-202-6120 (cell)**

4. Check your WKU official email at least **three times a week**.
5. All papers must be typed, double-spaced, grammatically correct, and include your WKU ID number. Number all pages, except the title page. APA style is to be used.
6. **Extra credit to improve grades will not be granted.** Put your full efforts into completing the course requirements as presented. **Work cannot be redone after final product has been accepted.**
7. Students requesting an incomplete for any reason must contact the instructor to ask for an incomplete, which may or **may not** be granted, depending on the instructor's judgment regarding the circumstances of the student's request. According to the Graduate Catalog, A grade of 'X' (incomplete) is given only when a relatively small amount of work is not completed because of illness or other reason satisfactory to the instructor. "An 'X' received by a student will automatically become an "F" unless removed within **twelve (12) weeks** of the next full term (summer excluded). The grade of 'X' will continue to appear as the initial grade on the student's transcript, along with the revised grade.
8. **The critical performances must be uploaded prior to a final course grade being given.**

**Critical Student Performance:** See Description in the Assignments feature of BB.

### **Instructional Methods and Activities:**

This course is Pass/Fail. **A Pass will require successful completion of ALL WORK.** Successful completion is defined as meeting the expectations of all assignments found in the Assignments Due Date Calendar.

### **Orientation Meeting**

Zoom: At this meeting you will make appointments with the Field-based Practitioner for your site visit. Additionally, you will have an overview of the Teacher Work Sample. Expectations and procedures for the Internship will be explained. Please print out a copy of the syllabus to this meeting (will be discussed in detail).

### **Field-based Observations Teaching Project**

The Field-based Practitioners will contact each student and schedule observation appointments. Each student will email the Field-based Practitioner a lesson plan at least **24 hours** prior to the visit.

### **Failure to receive lesson plan results in observation cancellation.**

After the first observation, the Field-based Practitioners, will conference with each student and provide feedback. You will fill out a Professional Growth Plan (PGP) and a WKU dispositions form for this class. This PGP will be the responsibility of the student to implement. Depending upon the information and at the Field-based Practitioners discretion, one of the following options will occur.

1. Schedule an appointment for a return visit to complete another observation to demonstrate improvement.
2. Allow the student to submit a video to demonstrate improvement.
3. Make any additional arrangement needed by the student.

### **Teacher Work Sample**

**This assignment requires a collection of longitudinal data.**

Each student will complete a teacher work sample using the guidelines posted in the documents section of you Black Board. Please read both the sample (TWS) and the rubric. Use the last four digits of your WKU ID as your WKU number for this project. You must earn at least a 3 on the rubric to pass the class. The teacher work sample is due to be uploaded by the due date on the Assignments Calendar. **This will be uploaded to your electronic portfolio and submitted on Blackboard in the Assignments feature. No grade will be given for this class if the CPI is not uploaded.**

### **Reflective Essay**

See Blackboard for details

### **Students currently not employed as a lead teacher in an LBD setting.**

You are required to complete 70 hours of direct observation/teaching practicum. You are required to keep a detailed daily journal and log indicating dates and times in the classroom (see sample provided on Black Board).

**ACADEMIC DISHONESTY POLICIES:** (Source: WKU Faculty Handbook, 17th ed., p. 54)

Plagiarism - To represent ideas or interpretations taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism.

Cheating - No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment, or other project that is submitted for purposes of grade determination.

Disposition of Offenses - Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in the course without possibility of withdrawal. The faculty member may also present the case to the University Disciplinary Committee through the Office of the Dean of Student Life for disciplinary sanctions. Students who believe a faculty member has dealt unfairly with them in a situation involving alleged academic dishonesty may seek relief through the Student Complaint Procedure.

Other Types of Academic Dishonesty - Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office of the Dean of Student Life for disciplinary action.

**DR. KIRBY'S ACADEMIC DISHONESTY COURSE POLICY:**

STUDENTS FOUND TO BE IN VIOLATION OF THE ABOVE WKU POLICIES WILL RECEIVE AN AUTOMATIC FAILING GRADE FOR THE COURSE WITHOUT THE POSSIBILITY OF WITHDRAWAL.