

**Course Description:** Principles, procedures, and policies associated with teaching students who are representative of special populations as defined by federal career-technical education guidelines.

**Text:** none

### **Student Learning Outcomes**

Upon completion of the course the student will be able to:

1. List the categories of *special populations* in career-technical education.
2. Discuss major legislation related to the education of special populations.
3. Distinguish between methods of assessment used in identifying learning differences, difficulties, and disabilities.
4. Participate appropriately in the development of *Individual Education Plans* and *Transition Plans* for students representative of special populations.
5. Select instructional material and techniques complimentary to specific learning styles and/or disabilities.
6. Recognize physical, social, and psychological barriers to student success within the school environment.
7. Organize classroom, laboratory, and career/technical student organization activities that do not discriminate against students who are representative of special populations.
8. Utilize appropriate educational journals, texts, and Internet-based resources to research and develop an appropriate review of literature for an assigned topic.
9. Utilize multimedia resources, including PowerPoint, to develop a presentation of key points from literature review of assigned topic to share with classmates.
10. Collaborate with school officials, including CTE and special education teacher(s), to determine special population enrollment trends for a specific campus and CTE subject (agricultural science, family & consumer sciences, etc.)

**Text:** There is no text. However, each student will have to register for free account to allow online access to training materials provided by Texas AgriLife Extension Service. [http://extensiononline.tamu.edu/courses/cte\\_teachers.php](http://extensiononline.tamu.edu/courses/cte_teachers.php) Additionally, the student will need to select and/or update a web browser and associated software to utilize the online modules from AgriLife. Firefox and Google Chrome are the recommended browsers. The student may use iPad to access some of the materials but assignments **may not be** submitted from iPad.



Individual Education Plans or Individual Transition Plans for students with disabilities will be collected.

During a specified online forum, students will submit data and documents and collaboratively summarize the information.

### Field Investigation #2 (Service Activity)

The student will submit a report on his/her involvement in an activity, such as but not limited to *Special Olympics*, *Handicapable Rodeo*, nontraditional career fair, workshop for pregnant or parenting teens, grant writing workshop, or other initiative designed to serve students of special populations. The report may contain a narrative, photographs, and promotional information on the activity. The intent of the report is to provide peers with examples of opportunities to assist in the social and/or career development of student from special populations. This report will be distributed via DocShare to all students in the class for feedback and discussion. Students may elect to take this a step further by actually completing and submitting a grant application, professional development conference presentation, or research article for publication in an appropriate journal.

### Online Written Report and Presentation

Each student will select be assigned a specific topic/category related to students from special populations. The student will develop an informative poster that includes (1) characteristics typically associated with school performance of students from the category, (2) assessment and recommended instructional strategies, and (3) sources for more information, etc. References should be cited using American Psychological Association (APA) format. For an excellent tutorial on APA format, go to the following web link.

<https://owl.english.purdue.edu/owl/resource/560/01/>

This poster will follow a format template provided by the professor.

### Online and class participation

Student *attendance* will be monitored through login records and participation in online discussion. Participation in all class discussion and activities is essential for a grade of an "A."

### Final Exam

The comprehensive final exam will assess the students' understanding of regulations, procedures, terminology, and instructional strategies associated with the teaching of students from special populations in career and technical education courses. The type and format of exam, and how it is administered, will be determined by the instructor based on the contributions and participation of class members.

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## Class Syllabus Addendum

### **Professionalism**

Students are expected to attend class and/or laboratory as scheduled. Their participation in class discussion and instructional activities should follow the basic principles of common courtesy and decency. Rude and disruptive behavior, as well as cheating, in any form, will not be tolerated. The use of tobacco products in the classroom, laboratory, or field trip sites is prohibited. Inappropriate conduct will not be tolerated. Failure to comply with instructor's guidelines may result in suspension from class for the remainder of the day's instruction. Repeat offenses may result in additional consequences.

### **Reasonable Accommodations/Non-Discrimination**

Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, contact Coordinator of Disability Services at 903/886-5835. Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status.

Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Office Hours**

The following office hours are the official times that I will be available for drop-in student consultation. I have an open door policy and will try to assist students any time that I am available. However, occasionally the professorial demands of class preparation, research, and service prohibit immediate drop-in service.

Monday	8:00-11:00 a.m.	or	by appointment
Tuesday	9:30-11:00 a.m.		by appointment
Wednesday	1:30-3:00 p.m.		(after February 3)
Thursday			by appointment
Friday	Off campus for Supervision of Field Experiences or Engaged in Research		

### **Assistance in Hosting FFA Event**

Students will be encouraged to assist with the hosting of the Area V & VI FFA Career Development events held in Commerce and Sulphur Springs on Tuesday, April 5, unless they have a team competing. This is a professional/career enhance networking opportunity for all students in the department. Some professors, including the one for this class offer extra credit for those students who work beyond the class time designated for this class. The amount of credit varies.

### **Course-Related Communication**

University email will be the primary medium for communication related to class activities, date changes, and opportunities. The student is responsible for checking and responding to course-related communication in a prompt manner. Mass emailing will most frequently be done through the email function of eCollege, the university course management platform.

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## **University Specific Procedures**

### *Student Conduct*

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

### *TAMUC Attendance*

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### *Academic Integrity*

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### *ADA Statement*

#### Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [Rebecca.Tuerk@tamuc.edu](mailto:Rebecca.Tuerk@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### *Nondiscrimination Notice*

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### *Campus Concealed Carry Statement*

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so.

Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer. Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses.

Report violations to the University Police Department at 903-886-5868 or 9-1-1

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## COURSE CALENDAR

Due to the interactive and evolving nature of instruction within this course, a calendar with specific dates for assignments, activities, or assessments is not applicable. However, if this is an online course, due dates are embedded into the instructions or overview for each module within the course learning management system (LMS).

## TECHNOLOGY REQUIREMENTS

- To fully participate in online courses (including web-enhanced) you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)  
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset) [http://help.ecollege.com/LS\\_Tech\\_Req\\_WebHelp/en-us/#LS\\_Technical\\_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>

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- [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/)
- [Adobe Shockwave Player](https://get.adobe.com/shockwave/)
- [Apple Quick Time](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical)

## ACCESS AND NAVIGATION

### ***Pearson LearningStudio (eCollege) Access and Log in Information***

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. <http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

### **Pearson LearningStudio Student Technical Support**

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/)

The student help desk may be reached in the following ways:

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- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

**Accessing Help from within Your Course:** Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

### ***Policy for Reporting Problems with Pearson Learning Studio***

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

**PLEASE NOTE:** Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

### **myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

**School of Agriculture Fax: 903-886-5990**

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