



SPED 452, 472 EC-12 SPED Residency

COURSE SYLLABUS: Fall 2026

INSTRUCTOR INFORMATION

Instructor: Michelle Hanks, MEd
Instructor/Field Supervisor

Office Location: Henderson 204
Office Hours: Thursdays

University Email Address: michelle.hanks@etamu.edu

Preferred Form of Communication: e-mail

Communication Response Time: Responses to emails will be made Monday through Thursday within 48 hours. Please note that I will not respond to emails on Saturdays, Sundays, during holidays, or in the evenings. If you have any questions or need clarification on any aspect of the course, email me early in the week.

The counseling center, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.etamu.edu/counsel

COURSE INFORMATION

Course Description

This course is taught in a seminar format during EC-12 SPED field-based residency and includes observation, participation and direct teaching at the elementary and secondary levels for students seeking the all-level generic special education certification.

The syllabus/schedule are subject to change.

Prerequisites: SPED 346, 420, 449, 463, 464, 475, and 478. Students must have an overall 2.75 GPA and a 2.75 in component areas of program.

Student Learning Outcomes

Students will demonstrate understanding and apply knowledge of:

Demonstrate knowledge of federal laws.

Demonstrate knowledge of understanding and addressing each individual's developmental and learning needs.

Demonstrate knowledge of subject matter content and specialized curricular knowledge – including subject related TEKS and Texas PreKindergarten guidelines, & knowledge of content specific TEKS & CCRS

Demonstrate knowledge of assessment for data-based decision making - including development of IEP and instruction planning

Demonstrate knowledge of supporting learning & using effective instruction – including scaffolding, use of AT, knowledge of developmentally appropriate instructional strategies & support of transition goals

Demonstrate knowledge of support of social, behavioral & emotional growth - including knowledge of developmentally appropriate preventative and responsive practice for a safe learning environment, knowledge of FBA/BIP, demonstrate knowledge of establishing, teaching & maintaining clear expectation of student behavior

Demonstrate knowledge of professional learning & collaboration – collaborate in a mutually responsive manner with families & professionals, coordinate with service providers & advocate for students and families

COURSE REQUIREMENTS

Minimal Technical Skills Needed

You will need to be able to use the learning management system, as well as Microsoft Word and PowerPoint, and any software/hardware that your mentor asks you to use in district. You will also use presentation and graphics programs.

Instructional Methods

- Students are expected to attend all scheduled seminars. Punctuality and full participation until seminar is dismissed is expected. It is the responsibility of the student to contact the instructor regarding make-up work for excused absences and/or late arrivals and provide confirmation of the reason for being absent or tardy (for example, a doctor's note). The student and instructor will agree on the content of the make-up work. Unexcused absences or absences for which make-up work is not completed will result in a 2-point deduction of total points earned for each absence. This also applies if a student leaves seminar early for any reason. Unexcused tardies will lead to a deduction in the total points earned for the semester.

The syllabus/schedule are subject to change.

- Students need to arrange for child-care for on seminar dates. Children cannot be brought to seminar meetings.
- All assignments are due on the stated due dates. Late submissions will affect the number of points awarded or, depending on the situation, may not be accepted. Students should plan to communicate any extenuating circumstances to the instructor in a timely manner.
- **Seminars:** SPED 472 will be delivered using a web-enhanced format. SPED seminars will meet during scheduled SED seminar liaison and content time and possibly immediately after SED seminar on those dates. Online assignments will be outlined in the My Leo shell for the weeks we do not meet.

Required Assignments:

Format, details, and due dates for the following assignments will be provided in the eCollege shell.)

- Take the SPED practice test on Certify Teacher and develop an action plan
- Gather your mentor's best advice (found in Document Sharing)
- Complete collaboration skills reflection (found in Document Sharing)
- Complete comparative self-evaluation of a lesson you taught that was observed by your mentor or liaison
- Share a lesson delivered in the field (TBD at a later time)
- Observe an ARD (found in Document Sharing)
- Observe an Rtl meeting (found in Document Sharing)

Midterm & Final Reflections: Compare all 3 of your evaluations (supervisor, mentor, self). What are your strengths? What are your growth areas? What are your take-aways? You will do this for your midterm & final.

Comparative Self Evaluation: You will compare one of your evaluations to that of your mentor or your supervisor. How are they alike? How are they different? What are your take-aways?

*****If you are unable to attend an ARD, interview your mentor or a special education teacher about an ARD he/she has attended. Write that person's responses to the reflection questions.*****

Student Responsibilities or Tips for Success in the Course

You will need to regularly log into the course and stay on track with assignments. Weekly study will be required.

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GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments

Your mid term & final grade from your University Supervisor for your Internship will be included in this grading and will count as 2/3 of your final average.

Three Before Me Rule: The 3 before me rule simply means, before you e-mail me with a question, (when is an assignment due, how do I turn it in, how many points is it worth, etc.), you are to attempt 3 times to answer your question. What are some suggested ways you can do this?

As a student enrolled at East Texas A&M University, you have access to an email account via MyLeo. ALL class emails from your instructor WILL GO TO YOUR MyLeo ACCOUNT. Please be sure to check this email account frequently and regularly.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by **East Texas A&M University**, have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.etamu.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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ACCESS AND NAVIGATION

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@etamu.edu.

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, an **East Texas A&M University** campus open computer lab, etc.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Interaction with Instructor Statement

Responses to emails will be made Monday through Thursday within 48 hours. Please note that I will not respond to emails on Saturdays, Sundays, during holidays, or in the evenings. If you have any questions or need clarification on any aspect of the course, email me early in the week. I will make time during seminar to review and collaborate with you regarding any concerns you regarding assignments, seminar, etc.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

- **Late assignments will not be accepted unless with instructor's prior approval (before the deadline) due to extenuating circumstances.**
- Students are expected to attend all scheduled seminars. Punctuality and full participation until seminar is dismissed is expected. It is the responsibility of the student to contact the instructor regarding make-up work for excused absences and/or late arrivals and provide confirmation of the reason for being absent or tardy (for example, a doctor's note). The student and instructor will agree on the content of the make-up work. Unexcused absences or absences for which make-up work is not completed will result in a 2-point deduction of total points earned for each absence. This also applies if a student

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Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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 can be found at <https://www.etamu.edu/student-code-of-conduct/>.

If you believe someone has engaged in behaviors that do not align with the Code of Student Conduct or you have other concerns, please visit the File a Report page at <https://www.etamu.edu/office-of-student-rights-and-responsibilities/concerns-incident-reporting/>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
<https://www.britannica.com/topic/netiquette>

Academic Integrity

Students at **East Texas A&M University**, 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 student academic dishonesty policy
[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

Undergraduate student academic dishonesty policy
[Undergraduate Student Academic Dishonesty Form](#)

Graduate student academic dishonesty policy:
<https://inside.etamu.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

Graduate student academic dishonesty form:

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<https://inside.etamu.edu/academics/graduateSchool/faculty/GraduateStudentAcademicDishonestyForm.pdf>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage.

Artificial Intelligence

East Texas A&M University, acknowledges that there are legitimate uses of Artificial Intelligence, Chatbots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

Students with Disabilities-- ADA Statement

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 Services
Velma K. Waters Library- Room 162

Phone (903) 886-5930

Fax (903) 468-8148

Email: StudentDisabilityServices@etamu.edu

Website: <http://inside.etamu.edu/campuslife/campusServices/StudentDisabilityServices/default.aspx>

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Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



East Texas A&M University, Supports Students' Mental Health

The **East Texas A&M University**, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.ETAMU.edu/counsel

Nondiscrimination Notice

East Texas A&M University, 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 **East Texas A&M University**, 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 **East Texas A&M University**, 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.

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Web url:

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

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all **East Texas A&M University**, campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

ETAMU Supports Students' Mental Health

Counseling Center Services

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COURSE OUTLINE / CALENDAR

All assignments and due dates are posted in MyLeo Online.

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