

MURRAY STATE UNIVERSITY  
COURSE SYLLABUS OUTLINE

DEPARTMENT: Special Education  
COURSE NUMBER: SED 601  
PREREQUISITE (S): None

CREDIT HOURS: 3

I. TITLE:

Technological Strategies and Professional Planning for Special Education  
(3 Semester hours)

II. CATALOG DESCRIPTION:

This course prepares the student with the expertise in technology and professional organization to be successful at the graduate level. This course also gives students expertise in accessing special education information and resources. The student is taught the policies and procedures required for program completion and for securing a certificate. Students are required to develop a professional growth plan focusing on the utilization of productivity software. The student is also required to initiate a professional portfolio including artifacts constituting evidence of competency relative to the Kentucky Experienced Teacher Standards. Internet access is required. (Prerequisite: none)

III. PURPOSE:

The purpose of this course is to prepare the student for graduate study by introducing the technology and resources available and to initiate a professional portfolio and professional development plan.

IV. COURSE OBJECTIVES:

(Numbers in parenthesis refer to Experienced Teacher Standards.

<http://www.kde.state.ky.us/otec/epsb/standards/>)

The student will:

- A. Demonstrate expertise in accessing special education information and resources (i.e., libraries, Internet, state agencies, etc.) (2, 7, 9, 10).
- B. Demonstrate proficiency in technology to enhance instruction (i.e., power point, list-serve, forum, electronic research, electronic presentations, etc.) (2, 7, 10)
- C. Demonstrate Time Management skills.(1, 8, 10))

- D. Demonstrate assertiveness skills that promote collaboration, cooperation, and progress. (1,8)
- E. Demonstrate professional writing skills. (1, 10)
- F. Demonstrate the skills to be change agents in the teaching/learning process and as professionals in the field of education. (1, 2, 3, 5, 8)
- G. Collect and develop artifacts that constitute evidence of competency as defined in the Kentucky Experienced Teacher Standards (1, 5, 10).
- H. Initiate a personal professional working portfolio in accordance with specified guidelines (2, 7, 9, 10).
- I. Develop and implement a professional growth plan relative to the use of productivity software programs (i.e., presentation software, spreadsheets, databases) (9, 10).
- J. Demonstrate an understanding of graduate policies, procedures and the scope and sequence of courses in specific graduate programs for securing a certificate (7, 8)
- K. Demonstrate the ability to adhere to the writing guidelines of the American Psychological Association (APA) (8).

V. CONTENT OUTLINE:

- A. Technology for professionals
- B. Assessing Special Education Information and Resources (i.e., libraries, Internet)
- C. (Note: Students are required to set an e-mail account and address.)
- D. Time Management
- E. Assertiveness Skills
- F. Professional Writing
- G. Teachers as Change Agents
- H. Portfolio Development Process
- I. Professional Growth Plan relative to use of productivity software utilization
- J. Ethics
- K. Framework for Law
- L. Scope, Sequence and requirements of graduate courses and programs.
- M. Graduate School Policies and Procedures
- N. Who's Who in the MSU Graduate Office
- O. Certification Requirements and Procedures
- P. APA Style

VI. INSTRUCTIONAL ACTIVITIES:

Activities are to be determined by the instructor.

Sample: Activities will be lectures, self-assessment, web-quests, research papers, projects, etc.

VII. FIELD AND CLINICAL EXPERIENCE:

None

VIII. RESOURCES:

Computer lab, productivity software, MSU Waterfield Library

IX. GRADING PROCEDURES:

Letter grades are awarded based on the activities chosen by each instructor. Activities will be given points and the total point system will be based on the department of Special Education standard grading scale. This scale appears below:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

E = 0 - 59%

X. ATTENDANCE POLICY:

This course adheres to the policy published in the MSU Undergraduate bulletin.

XI. ACADEMIC HONESTY POLICY:

Cheating, plagiarism (submitting another person's material as one's own), or doing work for another person which will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

Note: See department policy and professors definitions of policy.

XII. TEXT AND REFERENCES:

Graduate Catalog  
Curriculum Guide Sheets  
APA Manual  
Graduate Handbook  
Various Software programs  
Other materials to be designated by the instructor

XIII. PREREQUISITES:  
None

Revised Spring 2000