

Handbook for Special Education: Deaf/Hard of Hearing Master's Degree Students

Revised July 2015

This Handbook provides information for master's students in the Special Education: Deaf/Hard of Hearing program at the University of Northern Colorado (UNC). The information provided in this handbook does not supplant that found in UNC Catalog. Therefore, in addition to this resource, we strongly encourage you to familiarize yourself with all information in the Catalog that is relevant to you.

UNC DEAF EDUCATION LISTSERV

In order to keep you informed of important procedures, announcements, and graduate requirements we have developed a listserv for all students in the Special Education: Deaf/Hard of Hearing program. Please subscribe to the listserv as soon as possible. You will be informed of upcoming events in addition to UNC procedures and policies. Information posted on the listserv is often time sensitive and requires your immediate attention. Frequently, information disseminated on the listserv is not available in other places. You may also post important information relevant for other teacher candidates to the listserv. However, please do not use this listserv for any reason other than information related to deaf education. Be advised that **you should not respond to an e-mail sent through the listserv because your response will be disseminated to the entire listserv.**

Below are the directions for registering for the listserv. You will receive an e-mail indicating you have successfully joined.

Special Note to Outlook Users: Go to Format, select Plain Text

-- To subscribe:

- 1) Send an email to: listserv@listserv.unco.edu
- 2) Leave your subject line blank
- 3) Type the following message in the body of the email:
Subscribe *DEAFEDUCATION*

Example:

TO: listserv@listserv.unco.edu

Subject: (do not enter anything here - leave blank)

Message: subscribe *DEAFEDUCATION*

- 4) Click on Send (*Remember don't include your signature in the message*)

-- To send a message to the listserv:

(Remember to use plain text)

- 1) Send an email to: DEAFEDUCATION@listserv.unco.edu

--To unsubscribe: (*Please "signoff" when you graduate*)

- 1) Send an email to: listserv@listserv.unco.edu
- 2) Leave your subject line blank
- 3) Type the following message in the body of the email: Unsubscribe *DEAFEDUCATION*
- 4) Click on Send (*Remember don't include your signature in the message*)

WORKING WITH YOUR ADVISOR

When you are admitted to the program, the Director of the School of Special Education assigns you an advisor. It is your responsibility when admitted to the program to read and follow the School of Special Education, Graduate School and University guidelines. Therefore, it is your responsibility, not your advisor's to be sure all program requirements are met before applying for graduation.

Program requirements include: working with your advisor to review your plan of study, to prepare a schedule, to plan for the comprehensive examination, to plan for the American Sign Language (ASL) assessment, to plan for practicum, and to complete the Application for Graduation form. You may change advisors at any time by completing a Change of Advisor form available on the website of the School of Special Education (<http://www.unco.edu/cebs/sped/current/generalist-graduate/forms.html>) and submitting it to the Director of the School of Special Education.

YOUR PLAN OF STUDY

The exact courses you will need to take depend on your undergraduate degree and any other courses you have completed. When you are accepted into the Special Education: Deaf/Hard of Hearing program, a "Plan of Study" is developed based on a review of your transcripts. A minimum of 30 hours of UNC coursework is required for a master's degree. Should you have changes or substitutions in your coursework, it is your responsibility to make sure any deviations are documented in your advisement file and to keep copies for your own records. If you don't have a teaching license you will need to complete additional courses in the Professional Teacher Education Program (PTEP). Consequently, you will have a plan of study from the UNC Licensure Officer in addition to the Plan of Study for your degree in Deaf Education.

PROFESSIONAL TEACHER EDUCATION PROGRAM (PTEP)

Individuals who do not hold teacher licensure must complete additional PTEP requirements. The Licensure Officer will determine which courses you need to take based on a review of your transcripts. The courses are offered online at UNC or you can take them at other Colorado institutions. However, the Licensure Officer must approve each substitution prior to you enrolling in the course. Your advisor cannot waive or approve substitutions for PTEP courses. You should work closely with the Licensure Officer to ensure timely completion of these courses:

UNC Licensure Officer
Vicky Stromberger
School of Teacher Ed Office
McKee 125, Campus Box 107
Greeley, CO 80639
970-351-1624
vicky.stromberger@unco.edu

In order to receive a university recommendation for a Colorado Special Education: Deaf/Hard of Hearing Teaching License, you must satisfy Colorado teaching standards. These standards are dictated at the state level and are not negotiable for licensure. Even if you live outside of the State of Colorado you must satisfy these requirements. There are a variety of ways to accomplish this depending on your unique circumstances.

If you hold any teacher license (Elementary, Special, or Secondary education) in Colorado you must present a copy of your current license to the UNC Licensure Officer in order to be waived from PTEP requirements.

If you hold any teacher license in a state other than Colorado you may apply for an Initial Colorado teaching license. (See http://www.cde.state.co.us/cdeprof/Licensure_FirstTimeApp.asp). An initial teacher license is valid for three years and may be renewed. You must also submit fingerprints. You must present a copy of your CO license to the UNC Licensure Officer. Obtaining the initial license will waive PTEP requirements.

If you do not hold a teacher license and live outside of Colorado you may also consider the following option. If the state in which you wish to be licensed does not require institutional recommendation in order to receive teacher licensure, then, you may sign a waiver indicating that you do not ever intend to teach in the state of Colorado. This must be signed and returned to the UNC Licensure Officer. If you sign the waiver, you will not be eligible to receive university recommendation and therefore will not be able to obtain a Colorado teaching license. If at some point in the future you want to obtain a license in Colorado, you would be required to complete all of the PTEP requirements. It is your responsibility to verify this option with your state licensure officer.

PTEP Coursework

EDFE 125 - Admission to PTEP Application, Post baccalaureate

EDSE 507 - Field Based Experience

EDF 500 - Conceptions of Schooling

EDRD 611 – Language, Literacy and Cognition

PSY 500 - Educational Psychology for Teachers

As previously noted, you may work with the Licensure Officer to take alternative courses. **Every substitution must be approved by the Licensure Officer prior to taking the course.**

BEST ORDER TO TAKE COURSES

You are advised to complete all PTEP and prerequisite courses prior to enrolling in any 500 or 600 level course. You should then complete the 500 level courses and SRM 600 and conclude your program with the EDSE 600 level courses. As you plan each semester's course work at UNC, please keep in mind that the PTEP, general special education, and the Special Education: Deaf/Hard of Hearing program courses are not offered every semester. Please work with your advisor to plan your schedule each semester. Currently courses are offered on the following schedule. Please check the current registration catalog for the most current schedule.

Course Planning

Every Semester (Fall, Spring and Summer)		
EDFE 125 – <i>(This course is required the first semester you are enrolled in the program.)</i>		
EDSE 510		
EDSE 511		
EDSE 512		
SRM 600		
Fall	Spring	Summer
EDSE 507 <i>(This course is required the first semester you are enrolled in the program.)</i>	EDSE 507	EDRD 611
	PSY 500	ASLS 266
	EDSE 651	ASLS 370
EDF 500	EDSE 652	
EDSE 550	EDSE 653	
EDSE 654	EDSE 653	
EDSE 655	EDSE 657	
EDSE 656		
EDSE 657		

You must complete ASLS 266 - Normal Speech & Language Development or an equivalent prior to EDSE 652, 653, and 654 and ASLS 370 - Basic Audiology or an equivalent prior to EDSE 652, 653.

ASLS 266 - Normal Speech & Language Development and ASLS 370 - Basic Audiology are offered online at UNC once a year. Again please work with your advisor and read the listserv messages to identify when they are being offered. You can also find an appropriate course at another institution to fulfill those requirements. Please remember that **all course substitutions must be approved by your advisor prior to enrolling in the course.**

FIELD-BASED COURSEWORK

All coursework at the 600 level requires a field-based experience working with students who are deaf or hard of hearing. Each 600 level course requires an average of one hour of school time per week to complete the assignments. You must be able to make

arrangements to complete the lab during school hours. It is your responsibility to find a student or group of students in your area for each 600 level course. We recommend that you work with a variety of students, teachers, and service delivery options (e.g., self-contained, resource, residential school, itinerant, charter school) during the field-based practicum and for your final practicum. If you do not have access to students who are deaf or hard of hearing or you are not able to secure a placement you will not be able to complete the assignments for the 600 level courses.

GETTING A COURSE WAIVED

When your "Plan of Study" is developed, courses will not be required if you have taken a course with similar graduate level content previously. The exception to this is if the courses are more than five years old and you have not been teaching during that time. Unfortunately, experience or noncredit courses cannot be used as justification for waiving a course.

TRANSFER OF CREDIT

A maximum of 9 semester hours of unclassified graduate credit taken at the University of Northern Colorado and six semester credit hours (nine quarter hours) of graduate credit from another accredited graduate institution may transfer into your Plan of Study. The transfer credit must be compatible with your program and you must have received a grade of "A" or "B." Also, when you finish your degree, only coursework completed within the last five years (including transfer credits) can be counted toward degree requirements. Transfer credits will not be accepted for: (a) coursework completed more than five calendar years before the completion of the current graduate degree program, (b) correspondence courses, or (c) credits used to obtain a previous degree at any institution. To request transfer of credit into your current program, obtain a form titled "Petition to Count Work in a Degree Program" from the School of Special Education website, and submit the petition with appropriate official transcripts to the Graduate School and International Admissions office.

COURSE LOAD

Nine semester hours of credit are considered the minimum credit load to be classified as a full-time student. The maximum load permitted for a graduate student enrolled in a regular semester is 17 hours. Maximum loads are also established for summer sessions. See your advisor or the summer session Schedule of Classes for details. To carry more than the maximum credits per semester, you must file a Petition for Overload. Forms are available on the School of Special Education Office website. Complete the form and obtain the signature of your advisor and the School of Special Education Director prior to registration.

CONTINUOUS REGISTRATION POLICY

Graduate students are required to enroll for at least 1 credit hour each academic semester (fall and spring). Students are expected to register continuously from the time they first enroll in their graduate degree program until they graduate. The Graduate School and International Admissions office has provided specific information about this policy at http://www.unco.edu/grad/new_current/continuousregistration.html. If you are unable to be continuously enrolled, you may request an exception form for this policy from the Graduate School.

TEMPORARY EDUCATOR ELIGIBILITY (TEE)/ SPECIAL EDUCATION TEMPORARY AUTHORIZATION (SETA)

The applicant for a Temporary Educator Eligibility or a Special Education Temporary Authorization (SETA) has not yet met the requirements for a Colorado Teacher Credential in Special Education: Deaf/Hard of Hearing, a Special Services Provider Credential or an Administrator Credential as a Special Education Director, but provides evidence of initial or continuing enrollment in a program which meets the requirements for that endorsement/credential. The TEE/SETA will be issued for one school year and may be renewed twice for a total of three school years.

Applicants must be enrolled in an accepted higher education preparation program. Verification form for the TEE/SETA must be completed by the employing school district and the documentation must be uploaded into the TEE/SETA site. Final approval for the SETA is required by the Colorado Department of Education's Exceptional Student Services Unit. Please note that the application for the TEE/SETA is the same application and may be used by special education educators, special service providers, including school nurses, school psychologists, school social workers, occupational therapists, physical therapists, special education administrators (director) and SLPA's. For further information please refer to the following link:
<http://www.cde.state.co.us/cdeprof/checklist-initialtempsepedspecialservices>

SPECIAL EDUCATION: DEAF/HARD OF HEARING PLACE or PRAXIS

All individuals seeking a teacher license in Special Education: Deaf/Hard of Hearing in the state of Colorado must take and pass the Colorado Deaf/Hard of Hearing PLACE <http://www.place.nesinc.com/> test prior to enrolling in EDSE 657. All individuals who reside outside of Colorado must take and pass the Education of the Deaf and Hard of Hearing Praxis II <http://www.ets.org/praxis/prepare/materials/5272/> prior to enrolling in EDSE 657.

SIGN LANGUAGE PROFICIENCY EVALUATION

All students in the UNC Special Education: Deaf/Hard of Hearing program must demonstrate the ability to communicate, with advanced proficiency in American Sign Language. In order to complete this requirement you must pass a sign language proficiency evaluation prior to enrolling in EDSE 657. In order to prepare for the evaluation you should enroll in advanced sign language courses, interact with deaf adults in professional and social settings, and if necessary contract with a private tutor. The assessment is offered every semester. The application to take the ASL evaluation will be sent through the listserv. There is a fee to take the assessment. You may take it more than once, but only once each semester.

COMPREHENSIVE EXAMINATION

You will need to take and pass the written comprehensive examination prior to graduation. The comprehensive examination is generally taken the last semester of the program. The application to take comprehensive examinations needs to be submitted to the School of Special Education at least two weeks prior to the scheduled examination. You can get the application for comprehensive examinations online by going to <http://www.unco.edu/cebs/sped/current/deafandhearing/forms.html>. You must have a 3.0 GPA to take the written comprehensive examination. Individuals taking the

comprehensive examination must respond to 3 synthesis questions, use APA format, include appropriate citations, and complete the examination in two weeks.

LIVETEXT

LiveText is an assessment system/data warehouse that has been adopted by over 500 universities across the country. It is a very valuable technology tool that provides teacher candidates with a powerful way to access, assess and document your own efforts. There are a number of benefits for students, including:

- Tools for Enhanced Organization and Productivity
- Unlimited File Storage Capabilities
- Access to Digital Resources and Course Management Tools
- Development of Personalized e-Portfolios

LiveText will help the University of Northern Colorado gather data about candidate learning that we use to continually improve the quality of our programs and to maintain our prestige and accreditation standing.

PRACTICUM

Practicum is the culminating experience of the training program. It occurs after you have completed your coursework. Prior to enrolling in practicum you must pass all of the other courses on your Plan of Study with a 3.0 GPA or better, and a grade of “C” or higher in each course, as well as pass the Special Education: Deaf/Hard of Hearing PLACE or PRAXIS test, and the sign competency examination.

Applications are due in September for a practicum in the spring, and February for a fall semester practicum. A practicum can only be taken in the summer if there is a year-round school program available that also meets practicum site selection criteria. The application for practicum is distributed via the listserv.

Practicum is composed of a 16-week placement working with students who are deaf or hard of hearing, a cooperating teacher and a university consultant. If you are not employed as a teacher of students who are deaf or hard of hearing, and you have a full-time teaching job, or you are currently working as a para-professional or and educational interpreter, you will need to take a leave of absence so you can complete the practicum experience.

INTERNSHIP

If you are employed as a teacher of students who are deaf or hard of hearing you may do an internship (rather than a practicum) on the job with permission from your advisor. You will need to submit the internship application and register to enroll in EDSE 657. Applications are due in September for an internship in the spring, and February for a fall semester internship. An internship can only be taken in the summer if there is a year-round school program available that also meets practicum site selection criteria. The application for an internship is distributed via the listserv. You, the university consultant, and your mentor teacher will develop a professional development contract.

APPLYING FOR GRADUATION

Graduation applications must be turned into the Graduate School and International Admissions office 45 days before the end of the semester prior to the semester in which you plan to graduate. After that date, you will pay a \$10.00 late fee. Your advisor must sign this application form before submitting it to the Graduate School and International Admissions office. You can get the application for graduation online by going to <http://www.unco.edu/grad/forms/index.html>.

SECURING AN INSTITUTIONAL RECOMMENDATION You must obtain the necessary forms from the School of Teacher Education at the University of Northern Colorado http://www.cde.state.co.us/cdeprof/approved_program_verification_form or the Colorado Department of Education after you have:

- a) Completed the Professional Teacher Education Program of study (there will be no required courses if you already have a Colorado teachers' license);
- b) Completed the plan of study for your graduate program; and
- c) Passed the comprehensive examination.

CAREER AND PLACEMENT SERVICES

The UNC Career Services Center is available for all students and alumni. The Center provides information about careers, employment opportunities, firms and agencies; opportunities to meet with prospective employers; assistance in assessing your career decisions; and follow-up services. You can improve your employment potential by acquainting yourself early with the wide array of services and special opportunities available to you through the center. The Career Services Center is located in The University Center. For information on the purchase of the job hot line, appointments for preparation of your resume, development of interviewing skills, enhancement of your job search, date for career fairs or on-campus recruiting, and testing services call (970) 351-2127 or visit www.unco.edu/careers/.

PROGRAM TERMINATION

According to UNC regulations, a student's program of study may be terminated under the following conditions:

- Students are allowed 12 months from the date of being admitted to begin taking classes before their program is terminated by the Graduate School and International Admissions office.
- Students are allowed five years from the date they start their first class to fully complete their program. Programs that exceed this limit are terminated by the Graduate School and International Admissions office. Extensions may be granted by the Graduate School and International Admissions office upon application.
- Programs may be terminated by request of the program faculty when evidence of unethical or unprofessional behavior on the part of a student has been established.
- When the grade point average (GPA.) drops below 3.0, the student is warned and given a specific time limit for raising the GPA. If this is not done, the program will be terminated by the Graduate School and International Admissions office.
- Students are given two chances to pass the comprehensive examination; if they fail their first and second attempt their program will be terminated by the Graduate School and International Admissions office.

If students have been terminated from their program, an appeal may be made following the procedures outlined in the Student's Rights and Responsibilities statement, which is available in the Dean of Students Office (Carter Hall 3005). For student Honor Code visit <http://www.unco.edu/dos/Conduct/codeofconduct.html>

ACADEMIC APPEALS

Students may appeal any academic decision they consider arbitrary or capricious, or contrary to University policy. The procedures of the Academic Appeals Board are published in the Student's Rights and Responsibilities statement, which is available in the Dean of Students Office (Carter Hall 3005) or at

<http://www.unco.edu/regrec/Current%20Students/Registration/Appeals.html>

DISABILITY SUPPORT SERVICES

Students with disabilities who believe they may need accommodations in this program are encouraged to contact the Disability Support Services, <http://www.unco.edu/DSS> as soon as possible to better ensure such accommodations are implemented in a timely fashion.

DIVERSITY STATEMENT

The University of Northern Colorado does not discriminate on the basis of race, color, creed, national origin, sex, age, individual disability or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations.

The College of Education and Behavioral Sciences (CEBS) supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated and recognized as a source of strength. We expect that students, faculty and staff within CEBS will be accepting of differences and demonstrate diligence in understanding how other peoples' perspectives, behaviors, and world views may be different from their own. Furthermore, as stated by UNC, "The University will not engage in unlawful discrimination in...educational services against any person because of race, religion, gender, age, national origin, disability, or veteran status. It is the University's policy to prohibit discrimination in...educational services on the basis of sexual orientation or political affiliation." (See http://www.unco.edu/hr/AAEO_TitleIX.htm.)

POLICY ON PLAGIARISM

Plagiarism is the act of appropriating the written, artistic or musical composition of another, or portions thereof; or the ideas, language or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work, but also the lifting of a substantial or essential portion thereof (UNC definition). Regarding written work in particular, direct quotations, statements which are a result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of indentation shall be used to indicate all direct quotes. Regarding class projects, you are not to use as *your entire*

presentation the completed works of faculty members, fully imported websites, or any other body of work in which you are not the author. With proper referencing, you can import portions of such works and websites to enhance and illustrate your presentation, and you can provide references to these other works for students who have an interest in pursuing a topic further. Also see guidance related to plagiarism at <http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Plagiarism>

POLICY ON ORIGINALITY OF PRODUCTS

You are encouraged to build upon your own previous work from other classes and programs, and to integrate material and ideas that you have learned in other classes, with appropriate referencing. But projects from other classes are not to be duplicated and turned in to fulfill the requirements of another course. And you cannot take work that you completed in one class and simply re-configure it, or enhance it and submit it to a different class. Similarly, you cannot take a project done in a class by another student who previously took a class at an earlier date and submit it as your project with or without minor changes. In other words, you are expected to do original work for each project and assignment that you complete for each class that you are in. Failure to do so means that, at the very least, you will receive an automatic “F” on that assignment, and the instructor can take additional action if he/she feels that it is necessary.

STUDENT CONDUCT CODE

Students are required to follow the policies and procedures as outlined in Graduate Catalog. See the information available at the following link: <http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Dean-of-Students-Office-of>

LIABILITY STATEMENT PERTAINING TO FIELD EXPERIENCES:

UNC purchases insurance that provides liability coverage to teacher candidates (subject to coverage limitations and deductibles of the applicable insurance policy) for claims made against teacher candidates while in the course and scope of their responsibilities in field experiences. Such coverage is subject to limitations and exclusions for, among other things, alleged intentional acts and other uncovered claims.

In addition, teacher candidates, during their practice teaching in schools are deemed employees of the school district for the purposes of workers' compensation and liability insurance as provided for other school employees.

Teacher candidates who wish to purchase additional liability coverage can contact professional organizations, including but not limited to the Colorado Education Association, the Council for Exceptional Children, and the National Education Association. Each organization offers personal – professional liability insurance that can be purchased by teacher candidates at their expense.

Special Education: Deaf/Hard of Hearing Degree Checklist

Beginning the program

- Subscribe to Special Education: Deaf/Hard of Hearing listserv
- Contact Advisor for Plan of Study
- Contact Vicky Stromberger for PTEP requirements

Prior to enrolling in 600 level courses

- Complete all prerequisite courses
- Complete all 500 level courses
- Complete all PTEP requirements (if applicable)

Prior to enrolling in EDSE 657 (Practicum/Internship)

- Complete all courses in Plan of Study and PTEP requirements
- Complete Special Education: Deaf/Hard of Hearing PLACE or PRAXIS
- Complete Sign Language Proficiency Evaluation
- Apply for Practicum/Internship
- Apply for graduation 45 days before the end of the semester

Last semester, while taking EDSE 657 (Practicum/Internship)

- Register and complete the Comprehensive Examination