

**Columbia College**

**Understanding and Working with Individuals with Exceptionalities (HSPD103)**

**Lecture 1**

**Course Outline**

Semester Dates: November 14 – December 17, 2016

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class.

Facilitator: Elizabeth Bertram, MSc. (Psychology).

Email: elizabethb@columbia.ab.ca

Class Time: 8:30 AM – 5:00 PM (Saturday)

Room: 805-121

Credit: 3

Prerequisite: None

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Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

**Course Description:**

This introductory course focuses on understanding and working with individuals, children, youth, and adults with different disabilities and needs. Environmental, genetic and physical impairment, as well as, learning and language disabilities will be examined. An understanding of organic and functional differences will assist the student in comprehending the special needs population. Students will come to understand issues affecting clients with disabilities and create a resource base of community supports that the human services worker can utilize for information and referral.

**Learning Outcomes:**

As a result of participation in these sessions, a student can expect to:

- Critically assess how special education students are served in today's schools and how the situation can be effectively addressed. Discuss how having special needs children affects the family.
- Describe and discuss the learning process from input through process and on to the outcome.
- Compare and contrast the various categories of special needs children including those with: sensory impairments; spectrum disorders; emotional/behavioral disorders; physical impairments; intellectual impairments; learning disabilities; gifts and/or talents; speech disorders. Explain why it is important for human services workers to be familiar with information about special needs children.
- Explain the process of diagnosing and assessing special needs students. Discuss the impact of this process on the family.
- Describe evidence-based practices in inclusive elementary school program.
- Discuss transition planning as students move from school to employment or further education. Explain the role of the family in this process.
- Describe ideal challenges and situations that the human services worker may encounter when working with individuals with disabilities.
- Understand how to relate well with individuals and families experiencing challenges and celebrations, as a result of disabilities.
- Be able to identify local resources that human services workers can contact for assistance and for referrals for their clients.
- Identify issues that affect clients with disabilities and the ability of the human services worker to assist with these issues.

## Course Format:

This course uses a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class discussions and take responsibility for your own learning. Be a positive and co-operative team member. Columbia College uses a facilitation model of instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with pre-class homework completed. Your facilitator will engage you in activities that are based on your completed homework and readings. Your enthusiastic and positive approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in society and your future work site. For example, if you have a tendency to ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and developing professionalism is expected in the classroom as you work towards your goal.

## Required Textbooks and Equipment:

Hallahan, D., P., Kauffman, J. M., & Pullen, P., C. (2015). *Exceptional Learners: An Introduction to Special Education (13th ed.)*. Toronto, ON: Pearson Education Canada.

Haig, J., MacMillan, V., Raikes, G., (2014). *Cites & Sources – An APA Documentation Guide, Fourth Edition*. Toronto, ON: Nelson Education Ltd..

## Recommended Readings and Resources:

*Students may access these sources from the College and from home.*

ProQuest Nursing and Allied Health, Canadian Business and Current Affairs, and Canadian Newsstand

- <http://proquest.umi.com/login>  
Username: cc-library  
Password: welcome

GALE InfoTrac Custom Journals

- <http://infotrac.galegroup.com/itweb/calg145?db=SP00>  
Password: cclibrary09

## Homework Assignment Due for the First Class:

- Read chapters 1 and 2 of your text, *Exceptional Learners: An Introduction to Special Education (13th ed.)*.
- Prepare for a graded quiz on the assigned reading.
- Prepare to discuss the course outline in class.
- Prepare three (3) questions based on the chapter readings and bring to class.

## Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

| Title of Assignment/Examination   | Due Date            | Weight |
|-----------------------------------|---------------------|--------|
| Research Paper                    | Class 7             | 25%    |
| Quizzes                           | Classes 1 through 8 | 20%    |
| Resource Support Project          | Class 5             | 15%    |
| Daily Summary Activity Assignment | Classes 1 through 8 | 10%    |
| Final Exam                        | Class 10            | 30%    |

Please note that all homework and assignments are due at the beginning of each class.

## Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

### Marking and Grading Conversion:

| Description  | Letter Grade | Grade Points | Percentage Scale |    |
|--------------|--------------|--------------|------------------|----|
| Excellent    | A+           | 4.0          | 100              | 95 |
|              | A            | 4.0          | 94               | 90 |
|              | A-           | 3.7          | 89               | 85 |
| Good         | B+           | 3.3          | 84               | 80 |
|              | B            | 3.0          | 79               | 75 |
|              | B-           | 2.7          | 74               | 70 |
| Satisfactory | C+           | 2.3          | 69               | 65 |
|              | C            | 2.0          | 64               | 60 |
|              | C-           | 1.7          | 59               | 55 |
| Poor         | D            | 1.0          | 54               | 50 |
| Failure      | F            | 0.0          | 49               | 0  |

Please note that to pass this course you must earn at least a "D" (a minimal pass).

## Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5% per day. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office and from Department Chairs.

### **Requesting an Examination Deferral:**

If you are requesting an exam to be deferred, you must submit an Application for *Deferred Examinations form (SSPP-F012)* to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required. This form is available on Columbia's website, Bldg. 802-Main Office and from Department Chairs.

### **Attendance Requirements:**

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

### **Academic Integrity:**

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

### **Student Conduct:**

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

## Important Dates:

| <b>Description</b>                            | <b>Date</b>  |
|---|--|
| Last to add/drop courses                      | 5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater   |
| Last day to withdraw without academic penalty | 50% or less of the semester has been completed   |
| Final Examination                             | A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. <u>Students must be on time as they will not be permitted to enter once the exam has started.</u> Exam schedules are available in each building on a bulletin board, as well as online at <a href="http://www.columbia.ab.ca/exams">www.columbia.ab.ca/exams</a> . <u>It is the student's responsibility to check this exam posting.</u> |

## Appeals:

Please refer to the *Student Appeal Policy (ADM-P177)*.

## Students with Temporary or Permanent Disabilities or Medical Condition:

Students with temporary or permanent disabilities or medical condition may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Accessibility Services by making an appointment with an Accessibility Services Advisor – Main Office – Bldg. 802 or emailing [accessibilityservices@columbia.ab.ca](mailto:accessibilityservices@columbia.ab.ca). The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

## Student Support:

Students should be aware that Life Coaching, Career and Accessibility Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

## Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

| Class Session | Topics   | Pre-Class Readings  |
|---------------|--|---|
| 1             | <ul style="list-style-type: none"><li>Exceptionality and Special Education</li><li>Current Practices for Meeting the Needs of Exceptional Learners</li></ul> Role of the Human Services Worker | <ul style="list-style-type: none"><li>Chapters 1, 2</li></ul>                               |
| 2             | <ul style="list-style-type: none"><li>Multicultural and Bilingual Aspects of Special Education</li><li>Parents and Families</li></ul>  | <ul style="list-style-type: none"><li>Chapters 3, 4</li></ul>                               |
| 3             | <ul style="list-style-type: none"><li>Intellectual and Development Disabilities</li><li>Learning Disabilities</li></ul>  | <ul style="list-style-type: none"><li>Chapters 5, 6</li></ul>                               |
| 4             | <ul style="list-style-type: none"><li>Attention Deficit Hyperactivity Disorder</li><li>Emotional or Behavioral Disorders</li></ul>   | <ul style="list-style-type: none"><li>Chapters 7, 8</li></ul>                               |
| 5             | <ul style="list-style-type: none"><li>Learners with Autism and Spectrum Disorders</li><li>Learners with Communication Disorders</li></ul>  | <ul style="list-style-type: none"><li>Chapters 9, 10</li></ul> Resource Support Project Due |
| 6             | <ul style="list-style-type: none"><li>Autism and Spectrum Disorders</li><li>Communication Disorders</li></ul>  | <ul style="list-style-type: none"><li>Chapters 9, 10</li></ul>                              |
| 7             | <ul style="list-style-type: none"><li>Deaf or Hard of Hearing</li><li>Blindness or Low Vision</li></ul> <b>Research Paper due</b>  | <ul style="list-style-type: none"><li>Chapters 11, 12</li></ul>                             |
| 8             | <ul style="list-style-type: none"><li>Low-Incidence, Multiple and Severe Disabilities</li><li>Physical Disabilities and Other Health Impairments</li></ul>                                     | <ul style="list-style-type: none"><li>Chapter 13, 14</li></ul>                              |
| 9             | <ul style="list-style-type: none"><li>Special Gifts and Talents</li></ul> Review   | Chapter 15  |
| 10            | <i>Final Exam – 3 hrs.</i>   |   |

## **Appendix 1 Assignment Outlines**

### **Research Paper** **Due Date: Class 7** **Weight: 25%**

Students will submit a 1,500-word term paper where the student clearly identifies an issue and discuss this issue examining a current and relevant issue. The essay must have a minimum length of 1500 words (not including the cover page and the reference page), use APA standards, and contain at least **five** academic references in addition to the course text. Students will be evaluated according to the attached Research Rubric.

### **Quizzes** **Due Date: Each class from classes 1 through 8.** **Weight: 20% (2.5% per quiz)**

Students will be expected to read the assigned chapters in the text and other assigned readings and be prepared to write a graded quiz based on these reading assignments.

### **Daily Summary Activity** **Due Date: End of each class from class 1 through 8.** **Weight: 10% (1.25% per summary assignment)**

Students will conclude each of the classes with a summary of the day's topic that answers the following: "What did I learn? What do I need to know more about? What steps do I need to do to be successful in light of what I learned today?" Be sure to specifically refer to what was discussed during the class. Write in a reflective journaling style and turn your answers into the facilitator for grading. The paper will have a minimum length of 250 words and contain insight into each of these three questions. N. B. These three questions are there to guide your answers to this assignment, and your facilitator may give you different questions per class, depending on the lessons of the class. Answers are to be written in the last 30 minutes of the class. No answers will be accepted that were prepared prior. If you are absent from the Summary Test, you will receive a "zero".

### **Resource Support Project** **Due date: Class 5** **Weight: 15%**

Students will research community support services for each area of exceptionality. The Resource base should include: Name of the organization, location, contact information, target audience, services addressed by the organization, costs/yes/no. This should be a project information base that helps you to have a referral base for your use. You should create an electronic base and email it to your facilitator by 11:59 p.m. on the due date. You can then continue to add to this base once you are employed. A rubric will be provided for you once classes start.

### **Final Exam** **Due Date: Class 10** **Weight: 30%**

Students will be required to write a final exam which will consist of 125 multiple choice questions covering the content of classroom learning and assigned text and other readings.

**Appendix 2  
Assignment Rubrics**

**Columbia College  
Research Rubric  
Last Revised: February 2014**

| Student's Name                       | Course Code   | Date   | Facilitator/Evaluator's Name  |   |       |
|--------------------------------------|---|--|---|---|-------|
|                                      |   |  |   |   |       |
| Area                                 | A<br>10-8   | B<br>7   | C-D<br>6-5  | F<br>4-0  | Score |
| <b>Content, Ideas &amp; Analysis</b> | <ul style="list-style-type: none"> <li>• Clear research focus.</li> <li>• Displays extensive in-depth knowledge of the topic.</li> <li>• Critically synthesizes and evaluates information.</li> <li>• Clearly supports statements made with evidence and examples.</li> <li>• Quality of research is excellent</li> </ul> | <ul style="list-style-type: none"> <li>• Reasonably clear research focus.</li> <li>• Displays good knowledge of the topic.</li> <li>• Demonstrates careful analysis, synthesis and evaluation of information.</li> <li>• Clearly supports most statements with evidence and examples.</li> <li>• Quality of research is good.</li> </ul> | <ul style="list-style-type: none"> <li>• Research focus is not totally clear.</li> <li>• Displays limited basic knowledge of the topic.</li> <li>• .Displays limited critical analysis, synthesis, and evaluation of information.</li> <li>• Most statements are unsupported with evidence and examples.</li> <li>• Quality of research could be improved.</li> </ul> | <ul style="list-style-type: none"> <li>• Research focus is unclear.</li> <li>• Unable to display relevant understanding of the topic.</li> <li>• Critical thinking not evident.</li> <li>• Assertions are unsupported.</li> <li>• No evidence of new knowledge.</li> <li>• No support for statements made.</li> <li>• Quality of research is poor.</li> </ul> |       |
| <b>Style Expression of Ideas</b>     | <ul style="list-style-type: none"> <li>• Uses highly effective, clearly focused, varied sentences, addressing audience and purpose.</li> <li>• Conveys all ideas with originality and clarity.</li> <li>• Uses rich, accurate and effective word choice.</li> </ul>   | <ul style="list-style-type: none"> <li>• Mostly uses effective, well structured, focused, varied sentences, addressing audience and purpose.</li> <li>• Conveys most ideas with originality and clarity.</li> <li>• Uses accurate and effective word choice.</li> </ul>  | <ul style="list-style-type: none"> <li>• Demonstrates limited attempts at creating varied sentences to address audience and purpose. Often sentences are somewhat awkward.</li> <li>• Conveys some ideas clearly.</li> <li>• Uses vague, ineffective word choice.</li> </ul>  | <ul style="list-style-type: none"> <li>• Uses simplistic sentence structures that are awkward and do not address audience and purpose.</li> <li>• Most ideas are not conveyed clearly.</li> <li>• Inadequate word choice.</li> </ul>  |       |



| Area   | A<br>10-8  | B<br>7  | C-D<br>6-5  | F<br>4-0  | Score |
|--|--|---|---|---|-------|
| <b>Use of Supporting Information</b>           | <ul style="list-style-type: none"> <li>• Uses relevant, timely, extensive and varied sources to convince.</li> <li>• Uses paraphrasing and summarizing expertly.</li> <li>• Shows smooth integration of quoted material into sentences and overall paper.</li> </ul>   | <ul style="list-style-type: none"> <li>• Uses relevant, timely and varied sources to convince.</li> <li>• In most cases paraphrasing and summarizing is well done.</li> <li>• Quotes and evidence are integrated well into sentences and overall paper.</li> </ul>  | <ul style="list-style-type: none"> <li>• Uses limited resources that are not well selected to support the response.</li> <li>• Uses limited paraphrasing and summarizing.</li> <li>• Quotes and evidence poorly integrated into sentences and overall paper.</li> </ul>   | <ul style="list-style-type: none"> <li>• Lacks fundamental resources to write an effective response.</li> <li>• Inadequate reference support.</li> <li>• Inadequate use of paraphrasing and summarizing.</li> <li>• Quotes and evidence not integrated into sentences and overall paper.</li> </ul>   |       |
| <b>Organization and Structure</b>              | <ul style="list-style-type: none"> <li>• Presents information in a consistently logical structure.</li> <li>• Shows sophisticated development of paragraph and sentence structure, with effective transitions.</li> <li>• Shapes introduction and conclusion skillfully.</li> <li>• Carefully structures body of paper to support argumentation, including counter arguments.</li> </ul> | <ul style="list-style-type: none"> <li>• Presents information in a logical structure.</li> <li>• Shows well-developed paragraph and sentence structure with effective transitions.</li> <li>• Shapes introduction and conclusion carefully.</li> <li>• Carefully structures body of paper to support argumentation with some reference to counter arguments.</li> </ul> | <ul style="list-style-type: none"> <li>• Presents information in a random manner, lacking in logical structure.</li> <li>• Paragraph and sentence structure is often faulty, using a few simple transitions.</li> <li>• Introduction and conclusion are vague and unfocused.</li> <li>• Body of paper does not reveal good argumentation with little to no reference to counter arguments.</li> </ul> | <ul style="list-style-type: none"> <li>• Presents poor overall organization, lacking logical structure.</li> <li>• Paragraphs lack focus and appropriate structure; sentence structures are simplistic, lacking development and transition.</li> <li>• Lacks introduction and/or conclusion and body of paper poorly developed.</li> <li>• Lacks argumentation and reference to counter arguments.</li> </ul> |       |
| <b>Mechanics, Grammar, Professional Format</b> | <ul style="list-style-type: none"> <li>• Mainly error free.</li> <li>• Uses APA citation correctly.</li> </ul>   | <ul style="list-style-type: none"> <li>• A few minor errors in usage, grammar, or mechanics.</li> <li>• Generally uses APA citation correctly.</li> </ul>   | <ul style="list-style-type: none"> <li>• Frequent errors in usage, grammar, and mechanics, beginning to interfere with the readability and meaning of the paper.</li> <li>• Uses APA citation inconsistently and has errors.</li> </ul>   | <ul style="list-style-type: none"> <li>• Numerous errors in usage, grammar, and mechanics, affecting the readability and meaning of the paper.</li> <li>• Many errors in APA citation, demonstrating lack of citation knowledge.</li> </ul>   |       |

**Plagiarism: A “0” grade will be given to a paper where significant sections of the paper were copied from other, unattributed sources.**

**Total Score out of 50:**

**Facilitator/Evaluator's Comments:**