



## **Course Syllabus: Practicum in Special Education**

**Gordon T. & Ellen West College of Education  
and Professional Studies  
SPED 6943 Section X12  
Fall 2026**

### **Contact Information**

Instructor: April Crutcher

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### **Instructor Response Policy**

The best way to contact me is via email. I will check my email daily between the hours of 8 am and 5 pm Monday – Friday. Every effort will be made to respond within 24 hours; however, this does not apply to weekends or holidays. I will be available during the office hours listed above, or we can set up another time to meet either in person or virtually.

### **Course Description**

Field experience (160 hours) in a special educational setting specific to the candidate's career goals under the supervision of experienced personnel. Required for students seeking Texas educational diagnostician certification. May be repeated for credit.

### **Textbook & Instructional Materials**

No textbook required.

### **Study Hours and Tutoring Assistance**

I am available to meet by appointment. Email me with any questions you have or to set up a time to meet in person or virtually.

## Student Handbook

Refer to: [Student Handbook](#)

### Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

### Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

### Grading

*Table 1: Assignments, Details and Points*

| Assignments                    | Details                             | Points |
|--------------------------------|-------------------------------------|--------|
| Site Supervisor Paperwork      | Documents uploaded to TK20          | 50     |
| Child Protection Training      | 1 Certificate                       | 50     |
| Interactive Practice Exam      | Score Report from Certify Teacher   | 100    |
| Full and Individual Evaluation | 2 FIEs (100 points each)            | 200    |
| Formal Observations            | 3 Observations (100 points each)    | 300    |
| Informal Observations          | 3 Observations (50 Points each)     | 150    |
| Time Log                       | Completed and Approved Log          | 100    |
| Practicum Evaluation           | Completed by site supervisor/mentor | 50     |
| Total                          | n/a                                 | 1000   |

*Table 2: Total points for final grade.*

| Grade | Points        |
|-------|---------------|
| A     | 900-1000      |
| B     | 800-899       |
| C     | 700-799       |
| D     | 600-699       |
| F     | 599 and below |

## **Artificial Intelligence (AI) Policy**

Students may use AI tools (e.g., ChatGPT or similar technologies) as support for brainstorming ideas, organizing thoughts, clarifying concepts, or revising language. However, all submitted work must represent the student's own original thinking, understanding, and voice. AI tools may not be used to generate entire assignments, analyses, or responses submitted for credit, nor may they be used to bypass the learning process. Students are responsible for ensuring the accuracy, originality, and academic integrity of their work.

**When AI tools are used, students must clearly disclose how the tool was used** (e.g., idea generation, outlining, grammar review, or clarification of concepts). Failure to appropriately disclose AI use or using AI in a manner inconsistent with these guidelines may be considered a violation of academic honesty policies. You are advised to keep your prompts.

## **Course Assignments**

All site supervisor paperwork is due the Thursday before the first day of class. The first step in the practicum process is selecting a site supervisor/mentor. Choose someone with whom you can work effectively and who can provide guidance and support throughout your practicum experience.

Your site supervisor/mentor must meet the following minimum qualifications:

1. Hold current certification in the Educational Diagnostician field.
2. Have a minimum of three years of experience as an Educational Diagnostician.

After obtaining your site supervisor/mentor's agreement, complete the required forms in TK20 and submit them by the posted deadline.

### *Child Protection Training*

All MSU students and faculty who work or volunteer with minors, either on or off campus, must complete the Child Protection Training Module through the MSU Human Resources website. This training satisfies State of Texas youth protection requirements. Upload your completion certificate to D2L by the posted due date.

### *Certify Teacher and Interactive Practice Exam*

Students will complete the Certify Teacher interactive practice exam, which simulates the Educational Diagnostician certification examination. Instructions for accessing the exam are available in D2L.

To successfully complete this requirement, students must:

- Upload the Certify Teacher score report to D2L.
- Score 80% or higher in each certification domain.
- Complete and document 10 hours of study time in Certify Teacher.

Students who do not complete all three requirements by the end of the semester will receive an Incomplete (I) for the practicum course until the requirements have been met.

### Full Individual Evaluation

Students will complete **two Full Individual Evaluation (FIE) reports** under the supervision of their site supervisor/mentor. As permitted by the practicum site, students will administer, score, interpret, and prepare assessment reports according to district procedures.

Upload copies of both reports to D2L after removing or blacking out all personally identifying student information.

If you anticipate difficulty obtaining access to student records needed to complete the FIEs, contact the instructor well before the assignment due date.

### Formal and Informal Observations

Students will participate in **three formal observations** during the semester. Detailed procedures and expectations are available in D2L.

Students will also complete **three informal observations**. Procedures are provided in D2L.

All documents related to each observation cycle must be submitted by the posted due dates. Late submissions will not be accepted.

### Time Log

Students are required to maintain a practicum time log documenting activities completed to address each Educational Diagnostician standard. Detailed instructions are available in the **Time Log Materials** folder in D2L.

To receive credit for this course, students must complete and document **160 practicum hours**. All hours must be entered into **TK20**, approved by the site supervisor/mentor, and submitted by the posted due date. Late submissions or unapproved hours will not be accepted.

Each time log entry must include:

- The applicable Educational Diagnostician standard
- A description of the activity
- The activity date
- Start and stop times (e.g., 2:00–3:00 p.m.)

Hours may not overlap. Students are responsible for ensuring that experiences are documented across all Educational Diagnostician standards and that the required number of hours is completed by the end of the practicum.

Students may keep a personal record of their hours (e.g., notebook or spreadsheet) and enter them into TK20 later, or they may enter each activity as it occurs. Regardless of the method used, all hours must be entered into TK20 and approved by the deadline.

Because site supervisors/mentors must review and approve all submitted hours, students are strongly encouraged to submit hours for approval approximately once each month rather than waiting until the end of the semester.

**Hours spent studying for or taking the Certify Teacher practice exam may not be counted toward the required 160 practicum hours.**

### Practicum Evaluation

At the end of the semester, your site supervisor/mentor will receive a link from TK20 to complete your Practicum Evaluation Rubric. This evaluation is a required component of the practicum.

After your site supervisor/mentor submits the completed evaluation, the university supervisor will complete a separate evaluation using the same rubric. To successfully complete the practicum course, you must receive a passing score on both evaluations. Students who do not earn a passing score from both the site supervisor/mentor and the university supervisor will not successfully complete the practicum.

Your professionalism, ethical conduct, communication, dependability, and interactions with your site supervisor/mentor throughout the semester are important components of the practicum evaluation and should reflect the professional expectations of an Educational Diagnostician.

### **Mid-Term Exam**

There is no midterm exam for this course.

### **Final Exam**

There is no final exam for this course.

### **Extra Credit**

Extra credit will not be offered for this course.

### **Late Work**

This is a graduate-level course, and students are expected to meet all assignment expectations and deadlines as outlined in the syllabus and posted in D2L. Due dates are provided in advance to allow students to plan accordingly. Late work will only be accepted in extreme circumstances (death in the immediate family, illness, etc.). I must be contacted before the assignment due date, and appropriate documentation must be provided. One day late will result in 25% deduction, 2 days, 75%, 3 days or more 100% (you must turn in ALL assignments to get a passing grade for the class).

## Make Up Work/Tests

Make-up work will only be accepted in extreme circumstances (death in the family, illness, etc.). I must be contacted prior to the due date, and appropriate documentation must be provided. See "Late Work" above.

## Important Dates

- Last day for term schedule changes: Check date on [Academic Calendar](#).
- Deadline to file for graduation: September 21st .
- Last Day to drop with a grade of "W:"November 23rd
- Refer to: [Drops, Withdrawals & Void](#)

## Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## Attendance

This course is an online course. There may be opportunities to meet through Zoom, and it will be in the student's best interest to participate in these meetings. Meetings will be recorded; however, for those who are unable to attend.

## Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***\*Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

## **Recording Classes**

***\*Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

## **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

## **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **Emergency Aid Resources for Basic Needs**

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#)

to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, [student.affairs@mstuexas.edu](mailto:student.affairs@mstuexas.edu).

## **College Policies**

### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

### Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick  
Title IX Coordinator  
Sunwatcher Village Clubhouse  
940-397-4213  
[laura.hetrick@msutexas.edu](mailto:laura.hetrick@msutexas.edu)

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

**\*Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### **Course Schedule:**

| Date | Activity                                     | Notes                                                                                           |
|------|----------------------------------------------|-------------------------------------------------------------------------------------------------|
| ASAP | All site supervisor/mentor forms due to TK20 | You cannot start this course without this completed paperwork                                   |
| ASAP | Mentor Training due                          | Sent to site supervisor/mentors via email - Upload form from site supervisor/mentor into TK20   |
| ASAP | Access to Certify Teacher                    | Information regarding access to Certify Teacher will be shared at the beginning of the semester |

| Date       | Activity                              | Notes                                                                                                                                                                |
|------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8/24/2026  | Class Zoom                            | 5:30 PM Zoom meeting                                                                                                                                                 |
| 8/30/2026  | Child Protection Training Module due  | Upload certification in D2L                                                                                                                                          |
| 9/30/2026  | 1 <sup>st</sup> Observation Cycle due | The Observation Cycle includes all pre- and post-conferences, videos, observation forms, and reflection forms associated with both formal and informal observations. |
| 10/11/2026 | FIE 1 Due                             | FIE 1 due in Dropbox in D2L                                                                                                                                          |
| 10/30/3036 | 2 <sup>nd</sup> Observation Cycle due | The Observation Cycle includes all pre- and post-conferences, videos, observation forms, and reflection forms associated with both formal and informal observations. |
| 11/29/2026 | FIE 2 Due                             | FIE 2 due in Dropbox in D2L                                                                                                                                          |
| 11/30/2026 | 3 <sup>rd</sup> Observation Cycle due | The Observation Cycle includes all pre- and post-conferences, videos, observation forms, and reflection forms associated with both formal and informal observations. |
| 11/30/2026 | Practicum Evaluation Due              | Site Supervisor must complete the evaluation in TK20; will be sent via email                                                                                         |
| 12/4/2026  | Time Log Due                          | All hours due in TK20 – must be approved by supervisor                                                                                                               |
| 12/4/2026  | Practice Exam Scores due              | Passing Practice Exam score report screenshot due in D2L                                                                                                             |