



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**INTRODUCTION TO SPECIAL POPULATIONS**

**EDUC\_2301\_87**

**Dr. Kayla Willis**

**NOTE: This is a 16-week online course**

**Fully Online**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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### **Course Description:**

EDUC 2301 Introduction to Special Populations is an enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. This course provides students with opportunities to participate in 16 hours of early field observations of EC-12 special populations. Semester Hours 3 (3 led/lab).

### **Prerequisites and/or Corequisites:**

No Prerequisites Required

### **Course Notes and Instructor Recommendations:**

This course will provide foundational and occupational insight into the field of education, especially within the various groups considered special populations. Students will be provided opportunities to observe teaching in action with the mandated 16 hours of observation/laboratory experience, case studies, and supplemental assignments. Students will gain an understanding of the various groups that compose a school culture and climate among a multitude of distinct populations (culturally diverse, learning diverse, and socioeconomically diverse).

Please check your MCC student email and Brightspace daily. I will use these methods to communicate with you often. Please sign up for MyAlert (information can be found on MCC homepage). The College uses this system to communicate important information to students.

*I am here to help you succeed. Please use me as a resource. If you need help, don't understand something, or just need to talk, I'm here for you.*

### **Instructor Information:**

Instructor Name: Kayla Willis, EdD

MCC Email: [kmwillis@mclennan.edu](mailto:kmwillis@mclennan.edu)

Office Phone Number: 254-299-8788

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Cell Phone: 254-826-6101 (When using this form of communication, text messages are preferred. Note that I will not respond after 9:00 PM or before 7:00 AM)

Zoom ID: [254 299 0000](#)

Office Location: CSC (in the Child Development Center lobby area)

Office/Teacher Conference Hours: Monday: 11:00 AM-2:00 PM

Tuesday: 8:15-10:15 AM and 12:45-1:45 PM

Thursday: 12:35-1:35 PM

**\*\*Other days/times available by appointment. We can meet in-person or [via Zoom](#).**

### **Required Text & Materials:**

Title: *Human Exceptionality: School, Community, and Family* (12<sup>th</sup> Edition)

Author: Michael L. Hardman, M. Winston Egan, and Clifford J. Drew

Edition: 12<sup>th</sup> Edition

Publisher: Cengage

ISBN: 978-1-305-50097-6 (Hardcover) or 978-1-305-63956-0 (Looseleaf)

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

### **Methods of Teaching and Learning:**

- Online lectures
- Reading assignments
- Online discussion boards
- Online quizzes
- Small and large group collaboration
- PK-12 Observation Hours
- Lab Journals
- Review of relevant research
- Research
- Reflection
- Use of digital media

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You will be expected to complete the weekly reading, view the weekly lesson, participate in weekly activities (discussions, quizzes, or lab journals as assigned), complete a research project and presentation, complete 16 hours of observation in a PK-12 educational environment, maintain regular participation, and complete all assigned activities.

### **Course Objectives and/or Competencies:**

By the end of this course, you will

1. Describe public laws and their significance to individuals with exceptionalities.
2. Identify characteristics of individuals with special needs.
3. Identify appropriate interventions and services for children with exceptionalities.
4. Explain the professional characteristics of an educator working with children with exceptionalities.
5. Understand appropriate communication when working with children and families with special needs.
6. Discuss the significance of perception and its role in attitude and adjustment of life skills.
7. Discuss ethical and legal issues facing educators.
8. Identify current trends and issues in special education with application.
9. Assess your own feelings concerning persons with special needs by gaining a better understanding of special populations and the challenges they face.
10. Complete 16 hours of field observations/laboratory experiences specific to EC-12 with various and diverse populations.

### **Course Outline or Schedule:**

The course is arranged in learning modules based on the chapters of the textbook. The following is a TENTATIVE schedule of the chapters, the primary topic for each, and due dates for assignments. This schedule is subject to change. If changes are necessary, they will be announced in Brightspace on the course home page and/or through the MCC email system.

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<b>Dates &amp; Module</b>	<b>Due Date(s)</b>	<b>Chapter &amp; Class Topic</b>	<b>Activities to Complete by the Due Date</b> (see the checklist in each module for more information)
8/22-8/28 Module 1	8/28 at 11:59 PM	Chapter 1: Understanding Exceptionalities	<ul style="list-style-type: none"> <li>• Read Chapter 1.</li> <li>• Complete Discussion 1.</li> <li>• Complete Module 1.</li> </ul>
8/29-9/4 Module 2	9/4 at 11:59 PM	Chapter 2: Education for All	<ul style="list-style-type: none"> <li>• Read Chapter 2.</li> <li>• Complete Discussion 2.</li> <li>• Set up observation hours &amp; submit documentation.</li> <li>• Choose an exceptionality to research.</li> <li>• Complete Module 2.</li> </ul>
9/5-9/11 Module 3	9/11 at 11:59 PM	Chapter 3: Inclusion in Early Childhood and Elementary Education	<ul style="list-style-type: none"> <li>• Read Chapter 3.</li> <li>• Take Quiz 1.</li> <li>• Begin observation hours.</li> <li>• Begin research for Disability Research Project/ Presentation.</li> <li>• Complete Module 3</li> </ul>
9/12-9/18 Module 4	9/18 at 11:59 PM	Chapter 4: Inclusion in Secondary Education	<ul style="list-style-type: none"> <li>• Read Chapter 4.</li> <li>• Submit Lab Journal 1.</li> <li>• Schedule next set of observation hours.</li> <li>• Complete Module 4.</li> </ul>
9/19-9/25 Module 5	9/25 at 11:59 PM	Chapter 5: Cultural and Linguistic Diversity	<ul style="list-style-type: none"> <li>• Read Chapter 5.</li> <li>• Complete Discussion 3.</li> <li>• Complete Module 5.</li> </ul>
9/26-10/2 Module 6	10/2 at 11:59 PM	Chapter 6: Exceptionalities and Families	<ul style="list-style-type: none"> <li>• Read Chapter 6.</li> <li>• Take Quiz 2.</li> <li>• Complete Module 6.</li> </ul>

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<b>Dates &amp; Module</b>	<b>Due Date(s)</b>	<b>Chapter &amp; Class Topic</b>	<b>Activities to Complete by the Due Date</b> (see the checklist in each module for more information)
10/3-10/9 Module 7	10/9 at 11:59 PM	Chapter 7: Learning Disabilities	<ul style="list-style-type: none"> <li>• Read Chapter 7.</li> <li>• Submit Lab Journal 2.</li> <li>• Schedule next set of observation hours.</li> <li>• Complete Module 7</li> </ul>
10/10-10/16 Module 8	10/16 at 11:59 PM	Chapter 8: Emotional and Behavioral Disorders	<ul style="list-style-type: none"> <li>• Read Chapter 8.</li> <li>• Complete Discussion 4.</li> <li>• Complete Module 8</li> </ul>
10/17-10/23 Module 9	10/23 at 11:59 PM	Chapter 9: Intellectual and Developmental Disabilities	<ul style="list-style-type: none"> <li>• Read Chapter 9.</li> <li>• Take Quiz 3.</li> <li>• Complete Module 9.</li> </ul>
10/24-10/30 Module 10	10/30 at 11:59 PM	Chapter 10: Communication Disorders	<ul style="list-style-type: none"> <li>• Read Chapter 10.</li> <li>• Submit Lab Journal 3.</li> <li>• Schedule final set of observation hours.</li> <li>• Complete Module 10.</li> </ul>
10/31-11/6 Module 11	11/6 at 11:59 PM	Chapter 11: Autism Spectrum Disorders	<ul style="list-style-type: none"> <li>• Read Chapter 11.</li> <li>• Complete Discussion 5.</li> <li>• Finalize your Research Project Presentation.</li> <li>• Complete Module 11.</li> </ul>
11/7-11/13 Module 12	11/13 at 11:59 PM	Chapter 12: Severe and Multiple Disabilities	<ul style="list-style-type: none"> <li>• Read Chapter 12.</li> <li>• Take Quiz 4.</li> <li>• Submit your Disability Research Project Presentation.</li> <li>• Complete Module 12.</li> </ul>

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Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
11/14-11/20 Module 13	11/20 at 11:59 PM	Chapter 13: Sensory Disabilities	<ul style="list-style-type: none"> <li>Read Chapter 13.</li> <li>Complete Discussion 6.</li> <li>Submit Lab Journal 4.</li> <li>Complete Module 13</li> </ul>
11/21-11/27 Module 14	11/27 at 11:59 PM	Chapter 14: Physical Disabilities & Chapter 15: Gifted, Creative, and Talented Individuals	<ul style="list-style-type: none"> <li>Read Chapter 14.</li> <li>Read Chapter 15.</li> <li>Take Quiz 5.</li> <li>Complete Module 14</li> </ul>
11/28-12/4 Module 15	12/4 at 11:59 PM	Final Reflections and Final Exam Preparation	<ul style="list-style-type: none"> <li>Send Thank You Email or Note to School for allowing observation.</li> <li>Complete the Final Course Reflection.</li> <li>Prepare for the Final Exam.</li> <li>Complete Module 15.</li> </ul>
12/5-12/8 Module 16	12/6 at 11:59 PM	Final Exam	<ul style="list-style-type: none"> <li>Submit the Final Exam by 12/6 at 11:59 PM.</li> </ul>

Weekly modules will run from Monday (at 12:01 AM) until Sunday (at 11:59 PM). All assignments, activities, discussions, journals, quizzes, etc. are due by Sunday night at 11:59 PM. All work will be submitted through Brightspace ([see supported file types here](#)). **Please check Brightspace or the Course Schedule for due dates on specific assignments and activities.**

## **Course Grading Information:**

Assignment Category	Percentage of Total Grade
Discussions	25%
Quizzes	25%

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Lab Journals/Observation Hours	25%
Disability Research Project Presentation	25%

### **Grading Scale:**

Letter Grade	A	B	C	D	F
Total Average	90-100	80-89	70-79	60-69	59 or below

Please note that the grade you receive is the grade you earned. All work in this course should be **your own**. You are working toward a professional degree or career, and that professionalism starts now. Cheating and academic dishonesty are taken seriously. The first offense will result in a failing grade on the assignment and a discipline referral. The second offense will result in a failing grade for the course and another discipline referral.

### **Late Work and Make Up Work Policies:**

Unless previously communicated and arranged with me, late work is typically not accepted. I do provide a 48-hour grace window which will allow you to submit an assignment up to two days after it is due. Submitting an assignment during the grace period will result in a 5-point deduction on your grade on the assignment (unless you have communicated with me and let me know ahead of time that you need an extension and I have approved that extension).

After the grace period has ended (48-hours after the due date), you will need to contact me to request an extension. I know things happen, so if you need an extension for any reason, please don't hesitate to reach out and let me know. Points will be deducted for submitting the assignment late (you will lose 10 points for each week the assignment is turned in late).

Under certain documented circumstances (i.e. documented serious illness/injury of self or immediate relative), late work will be accepted/excused and no points will be deducted from your grade on the assignment.



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**Communication is very important!** If you are experiencing extenuating circumstances, please reach out to me so we can develop a plan for you to be successful. I'm here to help you and I want you to succeed! Always feel free to reach out to me via text message (254-826-6101), phone (254-299-8788), or email ([kmwillis@mclennan.edu](mailto:kmwillis@mclennan.edu)). If you've read this far, send me an email and include the code word "sprinkles." You'll earn extra credit just for doing this!

### **Attendance**

Weekly activities (discussion, quiz, or lab journal) found within each module will be used to take attendance for online classes. Failure to complete the week's discussion, quiz, or lab journal will result in you being marked absent for that week. Once you have accumulated 4 absences, you may be dropped for the course for attendance purposes. If you are withdrawn or dropped from the course before the official drop date, you will receive a grade of "W." If you are dropped or withdrawn from the course after the official drop date, you will receive an F in the course. Consult the MCC Attendance Policy (shown below) for more information.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

### **Student Behavioral Expectations or Conduct Policy:**

It is very important that you complete your assignments on time and thoroughly. All responses and reflections should be respectful and should appropriately address the topic of the prompt/activity. Please pay attention to normal conventions of writing (use capitalization, punctuation, and correct spelling) so your thoughts are clear to me (the professor) and other students. All observations and lab experience should be kept confidential to abide by Family Educational Right to Privacy requirements.

In both the face-to-face and online environments, all students are expected to maintain classroom decorum that includes: (a) respect for other students and the instructor, (b)

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prompt and regular attendance, and (c) an attitude that seeks to take full advantage of the educational opportunity.

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive or derogatory comments or hostile behaviors (verbal or otherwise). This class is a safe space to share ideas and opinions. Please be respectful of those who may have an opinion that is different from your own. I (as the instructor) reserve the right to act to protect the decorum of the learning environment and the image of MCC.

If you are using Zoom to meet with me, other students, or other professors, please ensure that you are dressed appropriately and are in a location where you can focus on your responsibilities as a student. Example: It is not appropriate to attend a Zoom meeting while lying in bed and/or half dressed. Please be respectful of others and mute yourself if background noise will be a problem.

### **Ethics:**

Cheating will not be tolerated. Any student found cheating will be subject to grade reduction, receiving a zero on assignments that involve cheating/plagiarism, and/or dismissal from the course.

Examples of cheating include but are not limited to:

- Copying the work of another student.
- Seeking excused absences/tardiness under false pretenses.
- Plagiarism (claiming the work of another as your own)

This course will teach you to think critically. Critical thinking is one of the top work skills in the *Future of Job* reports. Please maintain your integrity and do your own work. There is no reason to cheat in this class (or in any other class). Remember, I'm here to help you and we have many resources available to help if you are struggling with the course content.

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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.